



**Instructions:**

- Step 1: Complete information for the course.
- Step 2: Submit to Dean for permission (if after deadline).
- Step 3: Student returns to Records and Registration.

There is no Late Transaction Fee  
for dropping after the Last Day to Drop  
Without Dean's Permission.

**Step One:** To be completed by the **Student**.

_____	_____	_____	_____	_____
UNM ID. Number	Date	TERM	CRN	
_____	_____	_____	_____	_____
Student Name	DEPT.	COURSE #	SECTION #	
_____	_____	_____	_____	_____
Student Signature	_____	_____	_____	_____

You remain responsible for all  
Charges, Tuition, and Fees associated with this course.

This course will be dropped with grade required.

An applicable withdrawal grade will be assigned by the instructor during the grading period.

**Step Two:** For undergraduate students this step is to be completed by the **Dean of the College** (Arts & Sciences, Engineering, etc.) providing student advisement. For graduate students this step is to be completed by the **Dean of Graduate Studies**.

Only required after the **Last Day to Drop  
Without Dean's Permission.**

\_\_\_\_\_ Date  
Advisement Dean's Signature

**Step Three:** To be completed by the **Student**.

Return this form in person, with valid photo identification, to Records and Registration, Mesa Vista Hall - North or Student Support and Services Center.

**For Office Use Only:**

Comments: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_