

ENROLLMENT AUTHORIZATION DROP WITH DEAN'S PERMISSION

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	Department	Course Number	Section Number
_____	*By signing this form, I accept the Financial Responsibility for all Charges, Tuition, an Fees associated with this course.		
Student Signature*			

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.**

Advisement Dean's Signature

Date

Step Three: To be completed by the **student** or **Advisement Dean**.

Return this form, using the student's or Advisement Dean's at UNM email address to your local Records and Registration office. To find the email address for your local [Records and Registration office](#). It will not be processed if the at UNM email address is not used.

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date: _____