Instructions:
Step 1: Complete information for the term and withdrawal reason.
Step 2: Submit to Dean of Students Office.
Step 3: Student returns to Records and Registration.

Step One: To be completed by the Student.

UNM ID. Number Date

TERM

Student Name

Student Signature

You remain responsible for all Charges, Tuition, and Fees associated with your courses.

All courses will be dropped for the above term.
Applicable withdrawal grades will be assigned by instructors during the grading period.

Reason for withdrawal (check all that apply and provide additional information below or attach documentation):

☐ Academic Issue: Which college/department? ________________
☐ Instructor Conflict
☐ Military Obligation

☐ Financial Aid Issue
☐ Medical Issue
☐ Work Related Issue
☐ _____ Lost scholarship
☐ _____ Personal
☐ _____ Job change/transfer
☐ _____ Not enough aid
☐ _____ Family
☐ _____ Schedule change/conflict

☐ Family Issue

Additional Information or staff followup:

Step Two: To be completed by the Dean of Students Office (University Advisement and Enrichment Center, Rm 280).

Required to withdraw from all courses.

Dean of Students Signature Date

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 (One-Stop) or Student Support and Services Center.

If you have any questions, please contact the Dean of Students Office, 505-277-3361.

For Office Use Only:

Comments: ________________________________

Processed By: ___________ Date: ________________

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