

After the deadline to drop a course without Dean's approval (12th week of the semester for 16 week courses – check registrar.unm.edu for all course deadlines), you must obtain approval from the Dean of your college. Through your advisement center you may petition for Dean's approval. This process is for dropping one or more courses but not all courses for the semester. If you need to drop all of your courses, please meet with the Dean of Students Office (dos.unm.edu).

## Procedure:

1. Consider whether or not there are other options to explore. If you have questions, please make an appointment with your advisor.
2. Fill out the College Form – read carefully! By signing this form you are assuming sole responsibility for all consequences of dropping courses.
3. Use the boxes below to check the reasons you are dropping your course. If you are requesting to drop more than one course you will need a new Enrollment Authorization Form and College Form for each course being dropped.
4. Email all required documents to the email addresses listed on the legend for your college.
5. Allow up to 2-3 working days for your college to respond. If approved, you must submit your returned Enrollment Authorization Form on the Registrar's website at <https://registrar.unm.edu/forms/index.html>

## Reasons for dropping course

Please check all boxes that apply to this course being dropped.

### Academic Concerns

Heavy Course Load  
Not Academically Prepared for Course  
Not Needed for Major  
Instructor Issues  
Too Many Absences  
GPA Negatively Impacted  
Online Methods of Instruction not conducive to my learning style

### Personal Concerns

Death in the Family  
Medical - Self  
Medical - Family  
Personal, Various  
Covid-related Issues  
Other : \_\_\_\_\_

### Financial Concerns

Time Management  
Work Conflict  
Financial Burden  
Lottery Loss  
Other Scholarship Impact

### College

### Email Forms to:

Anderson School of Management	_____	Your academic advisor
Architecture and Planning	_____	Ragonzalez@unm.edu, kcrawford@unm.edu, cscruggs@unm.edu
Arts & Sciences	_____	Asadvise@unm.edu
College of Education and Human Services	_____	Coeac@unm.edu
Engineering	_____	Your academic advisor
Fine Arts	_____	Finearts@unm.edu
Nursing	_____	Your academic advisor
Pharmacy	_____	Your academic advisor
Population Health	_____	Your academic advisor
School of Medicine	_____	Your academic advisor
University College	_____	EPAC: Epac@unm.edu LAIS: Lais@unm.edu
University Libraries and Learning Services	_____	Your academic advisor

Student Information	
Name:	Major:
UNM ID:	Phone Number:
UNM email:	
Course Information	
Subject/Number/Section:	
Course Title:	

## Consider:

Please initial as confirmation that you understand the following:

- \_\_\_\_\_ Dropping a course can negatively impact your satisfactory academic progress for financial aid/scholarships
- \_\_\_\_\_ If you withdraw from a class it may alter your tuition rate. For additional information see the Bursar's Office (bursar.unm.edu)
- \_\_\_\_\_ You accept responsibility for any consequences to tuition/financial aid/academic progress/eligibility
- \_\_\_\_\_ Completing a degree efficiently can be accomplished by consistently fulfilling program and college requirements, while also avoiding course withdrawal patterns
- \_\_\_\_\_ Dropping prerequisite courses can delay degree completion
- \_\_\_\_\_ Multiple course withdrawals can potentially affect plans to pursue a competitive degree program
- \_\_\_\_\_ The best practice for dropping a course includes notifying your instructor of your intention. This allows an opportunity for you to discuss all of your options with him/her. Please initial once you have either met with or emailed your instructor regarding your intention.

I understand that dropping courses can have a negative impact and I accept full responsibility for any and all consequences to my enrollment decision. I further understand that I should seek advisement if I am concerned about how this action specifically affects me.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Office Use Only

☐ Approved ☐ Denied

\_\_\_\_\_  
Reviewer's Initials

\_\_\_\_\_  
Date

Notes:

Oct. 2020