

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:
College of Education	Your academic advisor
College of Arts and Sciences	Ragonzalez@unm.edu, kcrawford@unm.edu, cscruggs@unm.edu
College of Business Administration	Asadvise@unm.edu
College of Education and Human Services	Coeac@unm.edu
College of Engineering	Your academic advisor
College of Fine Arts	Finearts@unm.edu
College of Nursing	Your academic advisor
College of Pharmacy	Your academic advisor
College of 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**

<b>Name:</b>	<b>Major:</b>
<b>UNM ID:</b>	<b>Phone Number:</b>
<b>UNM email:</b>	

**Course Information**

<b>Subject/Number/Section:</b>
<b>Course Title:</b>

**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: