

Withdrawal with Dean's Approval

After the 12th week of classes (6th week of second eight week courses), course withdrawals will only be accepted with approval from the Dean or Director of your college. The following describes University College's criteria to drop a course. The Dean will not give permission to drop without the explicit permission from your instructor.

In order to receive permission to drop a course with Dean's approval, you must have extenuating circumstances that can be documented, i.e. medical problems, changes in work schedule, death in the family, etc. An Advisor can discuss with you all ramifications of dropping a course, e.g. financial aid, workstudy, scholarships, etc.

Please note, not doing well in the class is not a sufficient reason to allow you to drop.

Procedure

- ✓ If you have extenuating circumstances, gather documentation to support this.
- ✓ Prepare a written explanation of the circumstances.
- ✓ Acquire a "yellow card" (Enrollment Authorization). This can be picked up at One Stop or printed from <http://registrar.unm.edu/forms/index.php>.
- ✓ Fill out the course and student information on the "yellow card" form and on this form in the space below. Have your instructor sign in the second block below **on this form**, acknowledging that he/she is allowing you to drop his/her course. *Your instructor does not need to sign the "yellow card" form.*
- ✓ Submit the above-mentioned items to University Advisement Center (UAC) for review. Allow two business days for this review.
- ✓ If the documentation meets the requirements, the Dean will sign the "yellow card" form and allow you to drop your courses.
- ✓ **YOU MUST PICK UP THE SIGNED FORM FROM UAC AND TURN IT INTO THE ONE STOP FOR FINAL PROCESSING TO HAVE THE COURSE DROPPED.**

Student: _____ UNM ID #: _____ Phone: _____
Course Title: _____ CRN #: _____
Instructor's Name: _____

To the instructor: One of the requirements to be able to drop a course is your permission to do so. By signing, you give permission to the student to withdraw from your class. This does not however guarantee any assigned grade as you may decide to issue a WP or WF. Thank you for your time.		
_____ Instructor's Signature	_____ Date	_____ Phone #