



**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.

There is no Late Transaction Fee  
for University Withdrawal.

**Step One:** To be completed by the **Student**.

UNM ID. Number	Date	TERM
Student Name		All courses will be dropped for the above term. Applicable withdrawal grades will be assigned by instructors during the grading period.
Student Signature		
You remain responsible for all Charges, Tuition, and Fees associated with your courses.		

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

<input type="checkbox"/> Academic Issue: Which college/ department? _____	<input type="checkbox"/> Instructor Conflict	<input type="checkbox"/> Military Obligation
<input type="checkbox"/> Financial Aid Issue ____ Lost scholarship ____ Not enough aid	<input type="checkbox"/> Medical Issue ____ Personal ____ Family	<input type="checkbox"/> Work Related Issue ____ Job change/transfer ____ Schedule change/conflict
<input type="checkbox"/> Family Issue		

Additional Information or staff followup:

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**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
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**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: \_\_\_\_\_