OFFICE OF THE REGISTRAR

ENROLLMENT AUTHORIZATION
DROP WITH DEAN'S PERMISSION

Instructions:
Step 1: Complete information for the course.
Step 2: Submit to Dean for permission (if after deadline).
Step 3: Student returns to Records and Registration.

There is no Late Transaction Fee
for dropping after the Last Day to Drop
Without Dean's Permission.

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

_____ _____ _____ _____
UNM ID Number   Date   Term   CRN

_____ _____ _____ _____
Student Name   Department   Course Number   Section Number

_____   *By signing this form, I accept the Financial Responsibility for
Student Signature*   all Charges, Tuition, an Fees associated with this course.*

**This course will be dropped with grade required.
An applicable withdrawal grade will be assigned by the instructor during the grading period.**

Step Two: For undergraduate students this step is to be completed by the Dean of the College (Arts & Sciences, Engineering, etc.) providing student advisement. For graduate students this step is to be completed by the Dean of Graduate Studies.

Only required after the **Last Day to
Drop Without Dean's Permission**.

_____   _____
Advisement Dean's Signature   Date

Step Three: To be completed by the **student** or **Advisement Dean.**

Return this form, using the student's or Advisement Dean's at UNM email address to your local **Records and Registration** office. To find the email address for your local <u>Records and Registration office</u>. It will not be processed if the at UNM email address is not used.

For Office Use Only:

Comments: _____

Processed By: _____ Fee Charged: _____ Date:_____

UNM- Los Alamos
Drop Reason Form

Name: _____   ID #: _____

Semester: Fall   Spring   Summer   Year:_____

Course(s) Dropping:

_____

_____

Reason: (Giving a reason helps us provide better service, courses and programs)

- ☐ Work/ Class schedule change/ conflict
- ☐ Difficulty with class material
- ☐ Unhappy/ conflict with faculty
- ☐ Technology/ software problems for online courses or homework
- ☐ Unexpected Personal Situation
  - o Medical: Self
  - o Medical: Family
  - o Moving/ housing
  - o Other: _____

- ☐ Unhappy/conflict with staff
- ☐ Too many credit hours
- ☐ Online format was not acceptable/ usable/ easy to understand
- ☐ Financial (please specify):
  _____
- ☐ Other: (please specify)
  _____
  _____