

# 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.

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

UNM ID Number	Date	Term	CRN
Student Name	Department	Course Number	Section Number
Student Signature*	<i>*By signing this form, I accept the Financial Responsibility for all Charges, Tuition, an Fees associated with this course.</i>		

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

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**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

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**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 [Records and Registration office](#). It will not be processed if the at UNM email address is not used.

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**For Office Use Only:**

Comments: \_\_\_\_\_

Processed By: \_\_\_\_\_ Fee Charged: \_\_\_\_\_ Date: \_\_\_\_\_