UNM SCHOOL OF LAW

Application for Withdrawal

Student ID #: _____ **Name**: _____ **Semester**: _____
(9-digits)   (Please **print**)

Students must request in writing a withdrawal from the School of Law from the Associate Dean for Academic Affairs. The request must include an explanation of the circumstances. In addition, this form must be completed and submitted to the Law School Registrar's Office no later than the end of the next working day after the Associate Dean for Academic Affairs signs this form. Failure to do so will constitute an unauthorized withdrawal and failing grades will be recorded.

Students who withdraw from the University of New Mexico School of law within the first three weeks of the semester will receive a full refund of tuition and fees. However, for students receiving financial aid (loans, scholarships, grants, etc.) a calculation is done to determine the amount of aid that must be returned to the law school and the University of New Mexico.

Procedures for being readmitted vary, depending on your status at the time of withdrawal and are covered in the online School of Law Bulletin and Handbook of Policies at https://lawschool.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf and Admission's policies and procedures at https://lawschool.unm.edu/admissions/index.html

The following offices must be contacted, and signatures secured on this form prior to withdrawing from UNM:

Applicant, please contact the below listed staff members and obtain their signature on this form. Once one signature is obtained, forward the document to the next staff member. The Associate Dean of Academic Affairs should be the second to the last staff member to sign. Once this is done, the Associate Dean will forward this form to the Registrar who will contact the applicant and email a final completed copy (containing all signatures) to the student.

Bonnie Stepleton, Dir. of Student & Career Services
stepleton@law.unm.edu
_____ _____
Signature   Date

Renee Ferrell, Dir. of Admissions & Financial Aid
ferrell@law.unm.edu
_____ _____
Signature   Date

Ryan Barber, Manger Information Technology
rybarber@unm.edu
_____ _____
Signature   Date

Steven Homer, Associate Dean of Academic Affairs
homer@law.unm.edu
_____ _____
Signature   Date

Ernest S. Tafoya, Registrar
tafoya@law.unm.edu
_____ _____
Signature   Date

Mark the applicable box below:

☐ **Admissions deferral granted; student offer of admission valid to enroll in Fall:** _____.
(Insert year above)

☐ **Withdraw from UNM School of Law (Student not eligible for re-enrollment and must apply (re-apply) via law school admission processes.**

It is my intention to withdraw from the UNM School of Law. I understand that I am responsible to withdraw (drop) from all my currently enrolled classes via my student Loboweb account or via manual drop form(s) provided by the Registrar's Office, as applicable, and that today's date will be the date used for purposes of calculating charges and refunds. Should a balance be owed, I understand that it is now due and payable to the UNM Bursar's Office. I also understand that my UNM School of Law email account will be cancelled within 24 hours of submission of this form.

Student signature: _____ **Date** _____

Student personal **email** address _____ **Phone** _____

Office of the Registrar
LSregistrar@law.unm.edu
505-277-2146

Created: 08/01/2007
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