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:

- 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 ___________________________