

Application for Withdrawal from the UNM School of Law

Banner ID _____ Name _____ Semester _____

Students who intend to withdraw from the School of Law must notify the Assistant Dean for Registration of their intent to do so. In addition, this form must be completed and submitted to the Assistant Dean for Registration no later than the end of the next working day. 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) a calculation is done to determine the amount of aid that must be returned to the law school and the University.

Procedures for being readmitted vary, depending on your status at the time of withdrawal and are covered in the School of Law Handbook of Policies and Procedures and UNM School of Law Admission’s policy.

The following offices must be contacted and signatures secured:

Barbara Bergman, Associate Dean for Academic Affairs _____
Signature and date

Carol Cravens, Law School Financial Aid Officer _____
Signature and date

Cyndi Johnson, Assistant Dean for Information Technology
iClicker returned to IT? yes _____
Signature and date

Bonnie Stepleton, Assistant Dean for Student Services _____
Signature and date

William Jackson, Assistant Dean for Registration _____
Signature and date

Susan Mitchell, Assistant Dean for Admission _____
Signature and date

It is my intention to withdraw from the UNM School of Law. I understand that I am responsible for withdrawing from all of my classes using Lobo Web, 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. I also understand that my UNM SOL email account will be cancelled within 24 hours of submission of this form.

Student’s name _____
Signature and date

Student’s permanent email address and phone #:
