



### **When and How to Withdraw from Classes**

Students at New Mexico Tech have many opportunities when it comes to their classes. With such a large selection of available classes, there is enough to offer to almost any hungry mind. However, with such a large selection of classes, there is often the circumstance that a student will need to drop a class. Whether it is due to issues within the class, change of circumstances, or any other reason, the process of dropping a class is going to be the same for almost every student.

- Discuss any decisions about changing your course schedule with your advisor!
  - They will be able to help you through the process as well as offer alternatives or tips for passing your class without withdrawing.
- If you and your advisor have agreed that the best course of action is to withdraw from a class, then you need to completely fill out a [Withdrawal Form](#) and turn it into the Office of the Registrar (Fidel 285).
  - You will need to gather signatures from the course instructor, your advisor, the Financial Aid Office, and the Cashier's Office.
- It's critically important to start this process **early**, not the day before the deadline as things take time.
- If you live on campus, you must receive a signature from the **Residential Life Office** as well.

### **Deadlines**

- Students have the ability to withdraw from classes without penalty up to about the **tenth week** of the Fall and Spring semesters (fifth week of the semester during the Summer semester).
  - Check the Academic Calendar for exact dates!
- The deadline for registering for new classes is the **end of the third week** of the semester.
  - Check the Academic Calendar for exact dates!
- If you withdraw after the registration deadline, you are given a score of **W**, which does not affect your GPA but **appears** on your transcript as a **W**.
- Keep in mind that if you wish to withdraw from a course, you will **lose** the credits you were earning towards that course.
  - This means that if you wish to keep a certain number of credit hours per semester, you may need to take **intersession courses** to recover the credits lost.
    - Intersession classes are short classes offered between the end of one semester and the start of another.
    - They count toward the number of credits taken in the previous semester and are a great way to maintain scholarship status.
    - They are short intense classes that generally last 1-2 weeks and meet every day.
    - Talk with your advisor about if they are the right choice for you!
- For more information on how to withdraw from a course or another similar topic, visit the [NMT Registrar](#) website.