



Withdrawal Without Prejudice Request Form

According to the New Mexico Tech Catalog, Withdrawal Without Prejudice (WO) policy states:

Under extremely unusual circumstances (for example, serious illness or death in the student's immediate family), a student may petition for a Withdrawal Without Prejudice. Students may not withdraw without prejudice from a course they are failing due to plagiarism, cheating, or other disciplinary issues. A petition for an undergraduate withdrawal without prejudice should be submitted to the Dean of Students for review and consideration. The petition must include the completed Withdrawal Without Prejudice request form, a written letter explaining the circumstances, and supporting documents (a statement from a physician, an obituary, etc.). The deadline for submission of the petition is the Friday before the start of the final exams. In rare cases, the Dean of Students may consider requests after the deadline.

Charges for tuition and fees are not altered by such a withdrawal.

INSTRUCTIONS: As stated above and in the Tech Catalog, WO is granted under extremely unusual circumstances and is not granted for failure to cancel, nonattendance, poor academic performance, or employment. Before completing this form, you must meet with your academic advisor and the Associate Dean of Student Success to discuss options, including requesting a grade extension in your courses. If you decide to proceed with this petition, you must check the boxes below as you complete them and obtain the needed signatures in the spaces below to confirm you met and discussed all of your options. The below signatures are not endorsements of the petition. They are required for students to understand the process and how it may impact them.

- Meet with the student's Academic Advisor. **Include signature here:** _____ **Date:** _____
- Meet with the Associate Dean for Student Success (Speare Suite 130, Room 132, 575.835.5208).

Include signature here: _____ **Date:** _____

- Meet with a Financial Aid Counselor or Director (Fidel Center, x-5593) to understand how a Withdrawal Without Prejudice may affect your financial aid funding and scholarships. **Include signature here:** _____ **Date:** _____
- If you have recently been seen in the NMT Health Center, NMT Office of Counseling or Student Access Services in relationship to this petition, please have them include their standard support form.
- If you are an international student, contact the International Student SEVIS Compliance Officer, 268 Fidel Center, before submitting this form.

Complete Sections A, B, and C below;

- Attach the required supporting documentation (e.g. Medical Supplement) and personal statement; and
- Submit this form and required information to the **Dean of Students, West Hall, Room 123 / Contact: 575.835.5548 or deanofstudents@nmt.edu**. If your petition is approved, the course grade WO (for Withdrawal Without Prejudice) will remain on your academic record for each course. The decision regarding your petition will be emailed or mailed to you in approximately 2-4 weeks. Decisions are not available over the phone. Questions regarding this form or the appeal process can be directed to the Dean of Students. By submitting this form and required information, there is no guarantee the WO will be granted so continue your efforts to complete the course/s.

DEADLINE: Your petitions must be received by 5:00 p.m. on the Friday before the start of the final exams of the semester/term in which the course or courses were registered. In rare and very extreme cases (e.g. student is hospitalized), the Dean of Students may consider requests after the deadline.

SECTION A: Student Information

Student Name: Last	First	Middle initial	Telephone #
Current mailing address street or post office box	City	State	Zip Code
Full & Partial Request to Withdraw Without Prejudice from Classes: <input type="checkbox"/> Check here to withdraw from ALL classes. <input type="checkbox"/> Check here to withdraw from individual classes (provide the course information below):	Tech e-mail address (Print very clearly)		Student ID #
Term / Year	Course #		5 digit class # (CRN)

SECTION B: Reason for Appeal. (1) Please check the box for the reason you are petitioning and (2) attach a personal statement regarding your reason for the petition, as well as (3) the required documentation listed in the box below. Any documentation you provide is protected by Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). Complete the Personal Statement below as well.

<input type="checkbox"/> Medical	Your physician must complete the medical supplement on the next page and you must sign the authorization for the release of medical information on that page.
<input type="checkbox"/> Death in immediate family	Copy of obituary that lists you as an immediate family member or death certificate required.
<input type="checkbox"/> Military activation	Copy of military activation orders.
<input type="checkbox"/> Extremely Unusual Circumstances	Events that are beyond an individual's control at a magnitude that prevents course completion. Documentation is required.

Write a Personal Statement regarding your reason for this petition. Be specific as to why this incident, challenge, or series of challenges have prevented you from completing the course or courses or withdrawing before the Change of Grade Option Deadline. (Attach additional pages if necessary)

SECTION C: Student Certification	
<input type="checkbox"/> I am not receiving, or did not receive, financial aid for the term/year listed in Section A. (Financial aid includes loans, grants, scholarships, tuition benefits, and fellowships.) <input type="checkbox"/> I am receiving or did receive, financial aid for the term/year listed in Section A. <i>(NOTE: If your circumstances require you to withdraw/drop from some or all courses, you are required to contact a Financial Aid Counselor and your academic adviser so your decision will be based on a clear understanding of the consequences of withdrawing from courses.) I understand that in many cases withdrawing completely or withdrawing from courses will result in being billed for financial aid that has been disbursed based on my original enrollment.</i> <i>By signing this form, I am certifying that I understand the potential impacts on my academic process, financial aid and scholarships, no tuition or fee refund, and the possibility of being billed for financial aid if I withdraw. I am also certifying the information I provided is true. I understand that misrepresentation of facts or documentation may be sufficient cause, in and of itself, for automatic denial of this petition/appeal and may be in violation of the Student Conduct Code. I have read and understand the statement above, and do so attest as documented by my signature on this date.</i>	
Student Signature	Date

for office use only

approved? [] yes [] no	results of decision
effective date of refund	term/year by date

NEW MEXICO TECH WITHDRAWAL (WO) PETITION

MEDICAL SUPPLEMENT

INSTRUCTIONS FOR PHYSICIAN: This form is to be used to help the student with documentation for an exception to the New Mexico Tech withdrawal policy. When completing this form, you will be asked to rate conditions on a scale of mild, moderate, or severe. Please use these ratings to indicate the usual state of the severity of the conditions during the illness period. *Mild* is intended to indicate impairment in functioning greater than would be expected for a college/university student, leading to some impairment in studying and /or missing classes. *Moderate* indicates further impairment in functioning that is not excessive or extreme. *Severe* indicates extreme difficulty in functioning and complete inability to attend class or study. If additional space is needed, attach a separate letter on letterhead providing further information.

Student Name: Last	First Middle	Student ID #
To be completed by physician/medical professional		
1. The patient was seen for the medical condition on (list all dates):		
2. State your diagnosis:		
3. Length of treatment:		
4. Was the student physically/emotionally incapable of attending class(es) during the term of the illness? [] Yes [] No		
5. Rate the severity of how the illness impacted the student's daily functioning during the term of the illness: [] Mild (less than 2 weeks), [] Moderate (2-6 weeks), [] Severe (more than 6 weeks)		
6. List specific symptoms and how they prevented the student from attending class(es):		
7. Extent of the illness or injury as it relates to the student's ability to participate in class: <input type="checkbox"/> Hospitalization (including day hospitalization) required (from-to) <input type="checkbox"/> Confined to bed (from-to)		
8. If this condition is a continuation of a prior condition, did the student suffer a relapse, have complications, or require a change in medication that affected her/his ability to attend classes: If yes, explain and give the date this was diagnosed:		
9. Rate how the student's illness affected the following daily functions: Ability to concentrate: [] Mild, [] Moderate, [] Severe, [] Not applicable Ability to sleep: [] Mild, [] Moderate, [] Severe, [] Not applicable Ability to attend class or study: [] Mild, [] Moderate, [] Severe, [] Not applicable Energy level: [] Mild, [] Moderate, [] Severe, [] Not applicable Other : [] Mild, [] Moderate, [] Severe, [] Not applicable		
10. Did you recommend ongoing treatment/therapy? [] Yes [] No If yes, how often is/was the required treatment: [] Daily, [] Weekly, [] Monthly, [] Other		
11. On what date do you believe the student can/could have resumed normal daily activities, including attending class(es)?:		
12. Other comments pertinent to the student's circumstances:		

By signing this form, you are certifying that the information you provided is true to the best of your knowledge.

Physician's Name/Title	Date
Physician's Signature	Phone Number

Name and Address of Agency or Medical Provider (e.g., Socorro Hospital, Socorro, NM)

Signature of student authorizing the release of medical information.

Student Signature Student Printed Name

Date:

Procedures

Students may petition for an exception to the regular University Withdrawal From a Course process outlined in the Course Catalog if extremely unusual circumstances exist. The student must complete a Withdraw Without (WO) Prejudice Request Form if there are extenuating circumstances that have prevented the student from dropping their semester/term course work in a timely fashion (i.e. withdraw deadline) and warrant an exception to the withdrawal process. All WO petitions, written and signed by the student, and accompanied by supporting official third-party documentation, are to be submitted to the Dean of Students Office. In order for a petition to be approved, the student must prove extenuating circumstances were the sole cause of withdrawal from classes. The responsibility to supply adequate supporting documentation lies with the student. If the student is requested to provide additional documentation in order for the University to make a final decision, the student will have 30 business days to submit the additional documentation or the petition will be denied.

The Dean of Students will typically only consider petitions written and submitted by the student. Petitions submitted by someone other than the student (e.g. parent, guardian, sibling, etc.) will typically not be considered. Petitions should fully explain the extenuating circumstances and include supporting documentation. The submission of a petition does not guarantee approval so students are encouraged to continue their efforts in their course/s.

In many cases, the Dean of Students decides on routine petitions that clearly meet established criteria. Petitions that fall outside existing criteria, and appeals of the Dean of Students' decisions, are referred to the WO Committee (WOC) for review. Students who wish to appeal the decision of the Dean of Students must do so in writing within 10 business days after receiving the decision. The WOC will then review such appeals at their next meeting.

The WOC is a committee comprised of the Associate Dean of Student Success, Associate Vice President for Academic Affairs, Director of Financial Aid, and the Dean of Students. The Dean of Students does not participate in appeals of the Dean of Student decisions. WOC meetings are typically held every other week if needed. Petitions and appeals are reviewed in the order they are received. Petitions and appeals **must** be received at least 3-business days before the next scheduled meeting. This allows committee members appropriate time to review the files. Petitions and appeals received after this date will be reviewed at the next scheduled meeting. This schedule may be modified at the end of the semester/term. Students will receive an email confirmation that their petition form has been received. The confirmation will also inform the student of the date on which the Dean or Committee will review the petition/appeal.

The Dean of Students will prepare a packet of information that includes the student's petition and documentation, academic history, current semester's schedule, and financial aid status for the student. Committee members may contact third-party documentation providers to verify information provided by the student. The Committee may also contact the student's instructor(s), adviser, department head, and/or any other University personnel and to inquire as to attendance record, current grade in the course(s), assignments completed, or other University interactions as they relate to the petition or appeal request. Materials are confidential and shared only with members of the Committee who review the petition and appeal. The WOC will research, review, and render a decision on the request. Petitions and appeals are approved by a majority of the committee voting in favor of the request. Once the Committee has reached a determination, the student will receive an e-mail **within 7 business days** indicating the Committee's disposition of the petition or appeal.

The Dean of Students and Committee will **NOT typically** consider petitions or appeals based on the following reasons:

1. Registering for the wrong course. It is the student's responsibility to verify the accuracy of course

prerequisites or required courses, course schedules, required texts or other supplies, course content and appropriateness of course level, catalog requirements, and registration.

2. Any case that involves a protested check or any account that has been turned over to a collection agency or the state of New Mexico.
3. Misinterpretation, lack of knowledge, understanding, or failure to follow applicable University policies and procedures as published in the NMT Course Catalog, Class Schedule, official University website <https://www.nmt.edu/> or other applicable University publications.
4. Dissatisfaction with course content or delivery of instruction.
5. Dissatisfaction with academic progress in the course.
6. Appeals of non-refundable fees.
7. Non-attendance or minimal attendance of a class.
8. Inadequate investigation of course requirements prior to registration and attendance.
9. Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
10. Non-receipt of mail due to obsolete address on file with the Office of the university registrar.
11. Failure to activate or maintain the student's official STUDENT.NMT.EDU e-mail account (e-billing).
12. Changes of, or personal conflicts with, the instructor of record.
13. Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
14. Voluntary acceptance of employment or other activity influencing ability to attend classes.
15. Textbook, software, hardware, or technical difficulties.
16. Routine illness.
17. Lack of preparation or failure to meet course prerequisites.
18. Vacation plans.
19. Personal errors in judgment or irresponsibility involving transportation, childcare, availability of finances, academic ability, and time management.

If a student has documentation that substantiates an extraordinary event and a petition or appeal for a Withdrawal Without Prejudice is approved, the student must understand that the University is only able to approve a WO petition once during the entire academic career at Tech. In particular, if the event is related to a medical condition, it is the student's responsibility to make an informed decision (which may require a consultation with a healthcare provider) prior to enrolling in future coursework since an appeal is granted on a one-time basis for a given medical condition.

The WOC does not review withdrawal policy exceptions when the basis of the petition is related to the academic delivery, instructor conflicts, grading, or any academically related request for refund exception. Any and all academic grievances must follow the [NMT Student Grievance Procedures](#).

Financial Aid Recipients Note: If a petition or appeal is approved for a recipient of federal and/or state financial aid (grants and loans), and the student's original course registration is canceled and/or tuition liability is eliminated as a result; federal/state regulations dictate that all financial aid previously applied to the student's account and/or disbursed to the student in the form of an overpayment refund, must be recalculated under the Federal Return to Title IV, state and institutional policies. This action may result in an outstanding balance on the student account; in certain scenarios, that (new) balance owed may be in an amount greater than was incurred via the initial registration/aid disbursement.

Spouses of Service Members Called to Active Duty: Students who are the spouse of a service member and have a dependent child are able to Withdraw Without Prejudice if their spouse is called to active duty. The same terms and conditions apply to these students as to the service members. Students must present the service members' orders to the University's Veteran Services to begin the process.