



# Late Withdrawal

Office of Registrar | Phone: 575.562.2175 | Fax: 575.562.2566  
ENMU Station 5 | 1500 S Ave K | Portales, NM 88130

The University has established deadlines in order to conform to statewide enrollment reporting requirements. Deadlines have also been established to ensure that students are making timely and effective decisions regarding their coursework, progress toward degree completion, and protection of their financial aid eligibility status. A request for a withdrawal after the official University deadline can only be honored in **extreme circumstances**, and such requests **must be accompanied by appropriate documentation**.

**Request due to extenuating circumstances.** Please attach any relevant documentation and describe:

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### Course Information

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours

I acknowledge the effect that withdrawing from this course may have on my academic standing and my ability to successfully fulfill all the course requirements. By signing this form I also acknowledge **this may affect my completion rate in regard to financial aid responsibility, any scholarships I may have, NCAA eligibility, etc.**

Student name (print) \_\_\_\_\_ Student ID \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Contact (phone) \_\_\_\_\_

#### Office Use Only

Approve request       Deny request

VPAA signature \_\_\_\_\_ Date \_\_\_\_\_