

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

### **Withdrawing from a Course**

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.

It is always important to 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 a student and their advisor have agreed that the best course of action is to withdraw from a class, then the student needs to completely fill out a [Withdrawal Form](#) and turn it in to the Office of the Registrar (Fidel 285).

This form requires the student to gather signatures from the course instructor, the student's 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 the student lives on campus, they 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If a class is withdrawn after the registration deadline, students who withdraw from a course are given a score of W, which does not affect their GPA but appears on their transcript as a W.

It is also important to keep in mind that a student wishing to withdraw from a course will lose the credits they were earning towards that course.

This means that students wishing to keep a certain number of credit hours per semester 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 to learn more.