



## WITHDRAWAL WITHOUT PREJUDICE FORM

**Stated in the New Mexico Tech Catalog, Withdrawal without Prejudice (WO) is defined as:**

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. Such a petition must be presented in writing with supporting documentation (*i.e., statement from a physician, obituary, etc.*) before the end of the semester to the Dean of Student for review and consideration. Students may not withdraw without prejudice from a course they are failing due to plagiarism, cheating, or other disciplinary issues.

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

When considering a **Withdrawal without Prejudice** a student should:

- Meet with the student's Academic Advisor. **Include signature here:** \_\_\_\_\_
  - Meet with the Registrar (*Fidel Center*) and/or the Associate Dean for Student Success (*Fidel Center*) to review other withdrawal options. **Include signature from Registrar's office here:** \_\_\_\_\_
  - Meet with the Financial Aid Office (*Fidel Center*) to understand how a **Withdrawal without Prejudice** may affect financial aid funding and scholarships. **Include signature from Financial Aid office here:** \_\_\_\_\_
- Withdrawal without prejudice is treated the same as a regular withdrawal for purposes of financial aid and scholarships. It does not give the student a "clean slate". The reasons for the withdrawal or WO may be justification for a financial aid or scholarship appeal, but it is not an automatic. A separate appeal will have to be submitted to the Financial Aid Office for the financial aid and/or scholarship, if lost.
  - The policy for academic standing is NOT the same as the Satisfactory Academic Progress policy used for financial aid (grants, loans, work study). Each scholarship also has separate criteria. It is important to visit with the financial aid office staff so you are aware of what will happen if you withdraw.
  - The date of the withdrawal or withdrawal without prejudice is significant. For financial aid (grant, loan) recipients, we are required to do a calculation called Return of Title IV funds when a student withdraws or is granted a WO. Basically that calculation determines how much of the financial aid the student received has been earned and we are required to return the rest to the federal aid programs. This creates a balance due to New Mexico Tech from the student which is the student's responsibility.
  - There is only one opportunity for students to earn the Legislative Lottery Scholarship. That happens during the qualifying semester, which is the first regular semester after high school graduation or GED test date. There is one exception to this and that is for a documented medical condition that is determined to be beyond the student's control. Supporting documentation will have to be submitted to the Director of Financial Aid, who uses their professional judgment to determine if this is valid.

In order to be considered for Withdrawal without Prejudice, you will need the following:

- A letter to petition for a **Withdrawal without Prejudice**
- Supporting documents (*statement from a physician, obituary, etc.*)

Please complete form and print clearly.

Student's Name \_\_\_\_\_ ID \_\_\_\_\_ Term \_\_\_\_\_

NMT Address \_\_\_\_\_ PO Box \_\_\_\_\_ Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Withdrawing from all courses?  Yes  No If no, list course(s): \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Return completed form to:** Dean of Students, Brown Hall 21A / Contact: 575.835.5187 or [deanofstudents@nmt.edu](mailto:deanofstudents@nmt.edu)

**FOR OFFICE USE ONLY**

APPROVED

NOT APPROVED

Dean of Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_