



NEW MEXICO HIGHLANDS UNIVERSITY®

Complete School Withdrawal Form

Please indicate the location where you are taking classes:

Main Campus___ Rio Rancho___ Farmington___ Raton___ Santa Fe___ Roswell___ Dist. Ed. ___ Other___

Please indicate the semester/year in which you are withdrawing from:

Semester: Fall 20____ Spring 20____ Summer 20____

Students Name: _____ Student ID #: _____
Last Name First Name Middle Initial

Mailing Address: _____
PO Box or Street Address City State Zip

Student's signature: _____ Today's Date: _____

If the withdrawal from the school occurs within the drop period, no courses will appear on the transcript for that term. If the withdrawal occurs after the drop period, grades of "W" are entered for the classes. Students who leave the university without completing an official withdrawal form will receive "F" grades for that term. Please refer to online class schedule for withdrawal dates, as they do differ.

**NOTE: THIS WITHDRAWAL REQUEST WILL BE PROCESSED AS OF THE DATE THAT IT IS RECEIVED
IN THE REGISTRAR'S OFFICE**

Necessary Clearances (Signatures must be obtained in the order listed)

DEPARTMENT	COMMENTS	SIGNATURES
Center/Site Personnel	*off campus only	
Academic Support OR Student Support Services	*main campus freshman and sophomores only	
Housing Office	*only if you were living in housing or had a mean plan	
Human Resources	*only if you are a student employee	
Dual/Concurrent	*only if you are a high school student	
Financial Aid		
Business Office		
Registrar's Office		