

# Graduate Withdrawal Without Prejudice Form



**Stated in the New Mexico Tech Handbook, Withdraw 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 Graduate Dean 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 Graduate Dean (Fidel Center) to review other withdrawal options.
- Meet with the Financial Aid Office (Fidel Center) to understand how a **Withdrawal without Prejudice** may affect financial aid funding.
- Withdrawal without Prejudice is treated the same as a regular withdrawal for purposes of assistantships and financial aid. It does not give the student a "clean slate". The reasons for the withdrawal or WO may be justification for a financial aid appeal, but approval is not automatic. A separate appeal will have to be submitted to the Financial Aid Office for financial aid, if lost.
- The policy for Satisfactory Academic Progress is NOT the same as the Satisfactory Academic Progress for Financial Aid policy used for financial aid (loans, work study). It is important to visit with the Financial Aid Office 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 (loan) recipients, Financial Aid is 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.

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

- A Letter to petition for a **Withdrawal without Prejudice**, endorsed by your Academic Advisor and Department Chair
- Supporting documents (statement from a physician, obituary, etc.)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Term: \_\_\_\_\_  
Permanent Email-Address: \_\_\_\_\_  
Permanent Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_