THE NMSU SYSTEM ACADEMIC REGULATIONS

For more information regarding how withdrawals impact tuition refunds, please see the Tuition, Fees & Other Expenses (https://catalogs.nmsu.edu/nmsu/tuition-fees-expenses/#newitemtext) section of the catalog.

Withdrawal from a Single Course

Any student wishing to formally withdraw from a single course, after the last day to drop has passed, can do so through their Academic Advisor or the University Student Records. All such withdrawals will be registered on the student's transcript with the "W" grade indication.

For students wishing to withdraw from all courses, please see the section on Withdrawal from NMSU.

Leave of Absence from the Graduate School

Students working on advanced degrees and planning to have an interruption in studies for a calendar year should request a leave of absence through their department head. The student must submit a formal letter through their department head to the Dean of the Graduate School, an email will not be accepted. The request should include the beginning date and the anticipated ending date for the period of absence.

A graduate student on leave of absence will be expected not to use university facilities and place no demands upon the university faculty and staff, and, therefore will pay no fees. Time spent in the "leave-of-absence" status will not be counted toward the advanced degree time limits.

A graduate student who fails to register for one calendar year without obtaining a leave of absence from the Graduate School will be considered withdrawn from the university, by the Graduate School. In order to resume their studies after such absences, the student must go through the formal readmission process.

Administrative Withdrawals

If a student has stopped attending class without formally withdrawing, stopped using the online Learning Management System, or has a history of persistent unexcused absences or failures to complete assignments, the University reserves the right to remove the student from the class by means of an administrative withdrawal. An administrative withdrawal may be requested under the following circumstances, excluding absences through University policy:

1. At the beginning of the semester, if a student misses the first two (2) class meetings or online activities.
2. At any point in the semester, if a student misses four (4) consecutive class meetings or online activities.
3. If over the course of the semester, the student persistently fails to attend class or fails to complete assignments.

Except in documented cases of persistent unexcused absence/nonparticipation, administrative withdrawals will not be used to avoid the assigning of D, F, U or RR grades for marginal or failing work. Administrative withdrawals are subject to the same refund rules as student-initiated withdrawals (100% refund prior to census and no refund after census).

To request consideration for an administrative withdrawal, the instructor must complete the Student Absence/Lack of Progress Report (https://records.nmsu.edu/_files/sro-forms/Student%20Absence%20or%20Lack%20of%20Progress%20Report%20-%20Administrative%20Withdrawal.pdf), found on the forms page of the University Student Records webpage, and route for approvals as soon as a pattern of non-attendance/non-participation is established. The University Student Records is ultimately responsible for processing the administrative withdrawal. The form is to be submitted as soon as the pattern of persistent absence/nonparticipation is established. Normally it will be submitted no later than one week after the deadline for a student to withdraw themselves from the course.

Upon receipt of a fully approved Student Absence/Lack of Progress Report, from the Dean's Office, the Student Records staff will notify the student that they will be withdrawn from the class within 48 hours unless they appeal the action. This notification will be sent to the student's official NMSU email address. Students wishing to appeal the administrative withdrawal, should reply to the Student Records' notification email, with a valid reason for non-attendance / non-completion of coursework, within 48 hours of the email delivery time stamp.

If the appeal circumstances are determined reasonable and accepted, the student will not be withdrawn from the class and will be expected to actively participate in all future meetings and coursework. The Student Records will notify the instructor, Department Head and Associate Dean of the determination, via official NMSU email.

When an administrative withdrawal is initiated for a student who is representing the university at an official out-of-town event any administrative withdrawals will become effective upon the student's return from the event or five days after the drop slip fully approved form is submitted to the Student Records.

Military Withdrawal

New Mexico State University understands that our military students may be called to active duty, specialized training, or disaster relief efforts with little notice. U.S. active-duty military students wishing to withdraw from all their classes must present their orders and their request for full withdrawal, as indicated below. However, the below policy does not pertain to a student's basic and/or annual training. A student who has an order for training is encouraged to formally request, through the proper military chain of command, a postponement of their orders until the summer or the end of the semester they are currently enrolled in. If a student's request for postponement is denied, the student may then follow the steps below but must provide documentation that their postponement request was formally denied.

All NMSU students called for active duty must take the following steps to withdraw from all their classes:

1. **Military and Veterans Programs (MVP):** TA/VA students ordered to Active Duty must provide a copy of orders to the MVP office, in Corbett Center Student Union, Room 244, or by email mvp@nmsu.edu. To assist in reporting accurate information to their military service or the VA Regional Office, the student should also provide, in writing, the last day of class attendance.

1. **NMSU University Student Records:** All students presenting their orders to the University Student Records, (575) 646-3411, or records@nmsu.edu, will receive a military withdrawal from classes and full tuition and fees refund for that semester.

1. **Bookstore:** Students who still have their receipts for textbooks purchased the semester in which they are called to active duty will be given a full refund for these textbook purchases when they present their orders. Please contact the bookstore for assistance at (575) 646-4431 or nmsu@bkstr.com.

Military Readmission Policy

New Mexico State University (NMSU) acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies to perform military service. NMSU encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

In accordance with federal regulations, 34 C.F.R. § 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), the university will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

Eligibility

This policy shall apply to (1) service members who are unable to attend classes for more than 30 consecutive days, and (2) service members who are unable to attend classes for less than 30 days (about 4 and a half weeks) when such an absence would result in a withdrawal from NMSU.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training, or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

Notification of Military Service
The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give written notice of such service to the school as far in advance as is reasonable under the circumstances. Such notice does not need to indicate when the student will return to NMSU.

Notification of Intent to Return
The student must also give written notice of Intent to Return and supporting official military obligation documentation to University Student Records within three years after the completion of the period of service.

Tuition and Fees
If the student is readmitted to the same program, NMSU will assess the tuition and fee charges that would have been assessed for the academic year during which the student left (first academic year only). However, if veterans' education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, NMSU will assess those charges to the student.

Readmission Requirements

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program unless the student requests a later date of re-enrollment or agrees to a different program. A returning student will be readmitted into the same academic program they were enrolled in before the military service obligation. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status, number of completed credit hours, and academic standing as the last academic year of attendance.

If NMSU determines that a returning student is not prepared to resume the program with the same academic status or is unable to complete the degree, NMSU will make reasonable efforts to enable the student to resume or complete the program at no additional cost to the student.

NMSU is not required to readmit the student if it determines:

- that there are no reasonable efforts it can take to prepare the student to resume the program at the point where they left off or to enable them to complete the program, or

- that after it makes reasonable efforts (those that do not place an undue hardship on the institution), the student is not prepared to resume or complete the program.

“Undue hardship” means an action requiring significant difficulty or expense considering the overall financial resources of NMSU and the impact of such action on its operation. NMSU has the burden to prove by a preponderance of the evidence that the student is not prepared to resume the program with the same academic status at the point where they left off or that they will not be able to complete the program.

In accordance with federal regulations, returning students who receive a dishonorable or bad conduct discharge, general court-martial, or federal or state prison sentence from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission#under this policy.

Students are encouraged to speak with Military and Veterans Programs regarding any absence due to military service. For more information, please contact mvp@nmsu.edu.

Military Experience Waiver

Before graduating, during the student's junior and/or senior year, NMSU students are required to take two 3-credit Viewing a Wider World (VWW) upper-division (300-400 level) courses. These courses emphasize the international character and multicultural influences in study and strengthen information retrieval skills. There are two options that NMSU allows for replacing one of the two courses (3 credits) of VWW requirement with another form of educational experience, these are: (Study Abroad Experience or Military Experience for students who have served at least four weeks of U.S. Military Foreign/Sea Service in a foreign country.

Steps needed to request a Military Experience Waiver (replacing 3 credits of VWW):

1. Obtain a copy of your DD-214 or Memo from your Commanding Officer proving your 4-week deployment

1. Provide the above copy to your college academic advisor to request a waiver

1. Wait for your college to approve and confirm

Note: Credits are not being waived, only one of the two courses is being waived within the requirement. You may still need to complete three credits in consultation with your academic advisor. Please contact the MVP or your academic advisor for questions and concerns.

Student Medical Withdrawal

A student medical withdrawal applies to a student who becomes seriously ill, injured or hospitalized and is therefore unable to complete an academic term for which they are enrolled. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to withdraw from and which they want to remain registered for when exercising this option. The students' attending physician must provide a letter, on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and must withdraw because of that medical condition. This letter must be submitted within the semester or no later than one academic year after the end of the term for which the withdrawal is being requested.

Once the information is reviewed a final determination will be made if the student is eligible for the consideration of tuition or other refunds (students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University). At the Las Cruces campus, medical withdrawal begins and ends at the University Student Records. At all other campuses, medical withdrawal begins at the Student Services Office but is ultimately finalized with the University Student Records on the Las Cruces campus.

Medical Conditions of a Family Member Withdrawal

A student who is withdrawing because of a medical condition of an immediate family member must submit a letter from the family member's attending physician. This action applies to all courses a student is registered for in the affected semester(s). The student cannot select which courses they want to withdraw from and which they want to remain registered for when exercising this option. It must be on official letterhead with an original signature, stating the date(s) within the semester that the student's immediate family member was under medical care and that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester or no later than one academic year at the end of the term for which the withdrawal is being requested.

Immediate family member, in this instance, includes a spouse; a domestic partner, as defined in the NMSU Policy Manual 7.04; a child, parent or legal guardian; a sister or brother and a grandparent or a grandchild. Familial relationships that are created by law are also included (i.e. mother/father in law; half or step siblings); any other relationships can be considered on a case-by-case basis.

Once the information is reviewed a final determination will be made if the student is eligible for consideration of tuition or other refunds (Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.) At the Las Cruces campus, medical withdrawal begins at the University Student Records. At all other campuses, medical withdrawal begins at the Student Services Office.

Withdrawal from NMSU

Withdrawal from any NMSU campus is an official procedure that must be:

1. Initiated by the student (using the Withdrawal form)
2. Have all necessary signatures (as indicated on the form)
3. Be approved and processed through the University Student Records

Students who withdraw from all courses for the semester should do through the University Student Records. However, students who are unable to come in person may submit an e-mail using their NMSU e-mail account to records@nmsu.edu. Students who leave without following the official procedure are graded appropriately by the instructor.

Applicable dates for the last day to withdrawal are published on the approved university academic calendar or under important dates at: http://registration.nmsu.edu (https://records.nmsu.edu/faculty-and-staff/academic-calendar.html).

A student who withdraws from all classes for the semester will retain access to their NMSU account per current policy but will lose access to other services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found at https://uar.nmsu.edu/refunds/withdrawals.html. Financial Aid Recipients should contact University Financial Aid and Scholarship Services before withdrawing. Students receiving funds awarded by the University Financial Aid and Scholarship Services should be aware of policies regarding withdrawal from the University.

The Federal Higher Education Act requires the University to calculate a Return of Federal Student Aid Funds for students who withdraw (officially or unofficially) from all classes on or before the 60 percent attendance point in the semester. Using a pro-rata schedule, the percentage of the semester attended is used to calculate the amount of the student's earned versus unearned Federal student aid funds. The unearned portion of Federal student aid funds will be returned to the appropriate aid program(s). Students withdrawing from classes are responsible for payment of any balance due after the required return of Federal student aid funds.