



CENTRAL NEW MEXICO COMMUNITY COLLEGE

DROP, ADD, OR CHANGE GRADE MODE FORM INFORMATION

This form can be used to:

- **Drop a class, when a hold or extenuating circumstance prevents you from being able to drop the course on your own.** Details about the last day to drop your course can be found here: <https://www.cnm.edu/student-resources/class-schedule/parts-of-term>;
- **Add a class, if you are receiving a duplicate course error** (i.e., you were enrolled in a different section of the same class during an earlier part of term and are trying to retake that course). The last day you can register for a course, is the day before it is set to begin (e.g., if a course begins on January 11th, the last day you can register for it, without an override, is January 10th);
- **Change the grading option (grade mode) of a class you are registered in.** You may change the grading option of a class through the last day to drop the class.

It is highly recommended that students consult with an Academic Coach and Financial Aid Advisor before dropping a course or selecting an Audit or Credit/No Credit grade mode. After a course has been added, student should contact the Cashiers Office to set up a payment plan or determine next steps.

Please save a copy of this form to your computer, complete it, and save your changes.

Send your saved form to registration@cnm.edu, from your CNM email address, prior to the associated deadline to withdraw, register, or change your grade mode. Sending this form from your student email address will count as your official signature. Forms received from your personal email account or after the deadline cannot be processed.

Complete the entire Form to Drop a Course, Add a Course, or Change Grade Mode. Enter the current term and your identifying information (Name and Student ID Number). Read the three acknowledgement statements (located in the middle of the form) carefully, and confirm your understanding by initialing in the provided area. Sign and date your form.

If you are dropping a course, please complete the boxes beneath the heading **DROPPED COURSE(S)**. Include the information for the class you would like to be dropped – CRN (e.g., 84021), Subject (e.g., ENGL), Course Number (e.g., 1110), and Section (e.g., D04).

If you are adding a course, please complete the boxes beneath the heading **ADDED COURSE(S) OR CHANGE GRADE MODE**. Include the information for the class you would like to be added - CRN (e.g., 84021), Subject (e.g., ENGL), Course Number (e.g., 1110), and Section (e.g., D04).

If you are changing the grading option (grade mode) for your class, please complete the boxes beneath the heading **ADDED COURSE(S) OR CHANGE GRADE MODE**. Include your CRN (e.g., 84021), Subject (e.g., ENGL), Course Number (e.g., 1110), and Section (e.g., D04). Place a checkmark in the grading mode you would like to change to (more information on grading options and their requirements can be found here: <https://www.cnm.edu/student-resources/academic-records/academic-records-list/grade-mode>).



DROP, ADD, OR CHANGE GRADE MODE FORM

FALL [] SPRING [] SUMMER [] 20_____ Student ID: _____

Last Name: _____ First Name: _____ MI: _____

Table with 2 main columns: ADDED COURSE(S) OR CHANGE GRADE MODE and DROPPED COURSE(S). Each column has sub-columns for CRN, SUBJ, CRSE No., SEC., and Grade Mode. The Grade Mode column includes checkboxes for Grade, Audit, and CR/NC.

- GRADE Traditional letter grade (A, B, C, D, or F) used to calculate the GPA
AUDIT No grade or credit received for course
CR/NC Not used in calculating GPA. CR is at least a grade of C. NC is below a grade of C.

I am a Dual Credit Student and I've talked to my high school regarding the implications of dropping/changing the grade mode of my classes. (Dual Credit Students Cannot Audit Classes)
I have verified with the financial aid office and understand that a schedule or grade mode change may affect my current and future financial aid eligibility.
I acknowledge and understand the grade mode description I selected above.

Student's Signature: _____ Date: _____

Comments: _____

For processing, please complete all fields above and submit this form directly from your CNM student email account to registration@cnm.edu prior to the deadline to withdraw or change your grade mode. Sending this form from your student email address will count as your official signature. Please be aware, forms received from your personal email account or after the deadline cannot be processed.

REGISTRATION USE ONLY

[] Change Grade Mode [] Other

[] Student has been advised to discuss schedule or grade mode change before submitting form for processing.

Processed by: _____ Date: _____