OFFICE OF THE REGISTRAR
PETITION TO CHANGE TO A-PASS/FAIL AFTER THE DEADLINE

A class may be changed to A-Pass/Fail after the deadline and before final grade is issued providing the student’s advisor, instructor, department chair, and the dean approve this petition. The Department Chair must be from the Department where the class is offered and the Dean from the School/College where the class is offered. Click here for the A-Pass/Fail Policy. Once all approvals are secured, this form must be returned to the Registrar’s Office. A $25 non-refundable late processing fee will be posted to your LOUIE account.

Name ________________________________ Last __________ First __________ MI __________ NAU ID Number __________

Term: ☐ Fall ☐ Spring ☐ Summer ☐ Winter Year: __________

I petition to change to A-Pass/Fail, after the deadline, the following class: (Only 1 class/lab per form)

Class # ___________________________ Subject/Catalog # ___________________________

Class Title ___________________________ Units ___________________________

In the space below, the student must provide specific reasons and documentation as to why this petition should be approved:

_________________________________________________________

_________________________________________________________

_________________________________________________________

Student Signature ___________________________ Date __________

Each signature must have a department stamp if approved:

☐ APPROVE ☐ DENY ☐ APPROVE ☐ DENY

__________________________________________ ___________________________
Advisor Signature Date Department Chair Signature Date

Department Stamp________________________

__________________________________________ ___________________________
Instructor Signature Date Dean Signature Date

Department Stamp________________________

Processed by: ___________________________ Date: __________

10/9/2018