



OFFICE OF THE REGISTRAR

PETITION TO CHANGE AUDIT TO CREDIT AFTER THE DEADLINE

A class may be changed to credit 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. 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 credit, 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:

Three horizontal lines for providing reasons and documentation.

Student Signature Date

Each signature must have a department stamp if approved:

Approval table with four rows. Each row contains checkboxes for APPROVE and DENY, signature lines, dates, and department stamp lines. The rows correspond to Advisor, Department Chair, Instructor, and Dean.

Processed by: Date: