



## Petition to Withdraw from a Class After the Course Withdrawal Deadline

Petitions to withdraw from a class after the course withdrawal deadline are accepted for review when a student has extenuating circumstances that prevented them from withdrawing prior to the deadline. Students must supply documentation supporting the student's reason in order to obtain the required approvals. Once the student signs/dates this form, all other signatures, dates and stamps must be obtained within 2 weeks. **Once approvals are secured, the Petition and documentation must be submitted immediately to the Registrar's Office for processing. If the petition is approved, the student will receive a grade of "W" in the course and does not guarantee a refund of tuition. A NON-REFUNDABLE LATE PROCESSING FEE OF \$25.00 IS REQUIRED FOR EACH PETITION PROCESSED.**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_@nau.edu

Check All that Apply:  Undergraduate  Graduate  F1-J1 Student  Athlete  Student Campus: \_\_\_\_\_

Applied for Graduation?  No  Yes, which term \_\_\_\_\_

Subject & Catalog#: \_\_\_\_\_ Class #: \_\_\_\_\_ Embedded Lab #: \_\_\_\_\_ Term: \_\_\_\_\_

*Standalone labs MUST have their own petition if dropping from both a lab and a lecture.*

Reason for W/D (Check one)  Medical Issue  Personal Issue  Non-Attendance  NAU Error

*By signing below, I acknowledge that I attached the required documentation and understand that petitions without documentation as stated on page 2 will be denied.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REQUIRED PERMISSIONS AND STAMPS

(All approvals must be obtained within two weeks and the form and documentation submitted for immediate processing.)

All approvals/ denials may be in the form of an attached email trail from the faculty/ staff's NAU email account and must specify their approval or denial to withdraw from the course after the deadline.

<input type="checkbox"/> Reviewed <b>Did the student apply for graduation?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes _____	Advisor's Signature	Date (Required)	Department Stamp (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied  Current Grade _____	Instructor's Name (PRINT)	Date (Required)	Department Stamp (Required)
	Instructor's Signature		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair (Academic unit offering class)	Date (Required)	Department Stamp (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Dean's/Designee's Signature (Academic unit offering class)	Date (Required)	Department Stamp (Required)

**Office of the Registrar**  
 PO Box 4103  
 Flagstaff, AZ 86011  
 Phone: 928-523-5490  
 Fax: 928-523-1414  
[EnrollmentPetitions@nau.edu](mailto:EnrollmentPetitions@nau.edu)

**Enrollment and Student Services**  
 PO Box 4050  
 Flagstaff, AZ 86011  
 Phone: 800-426-8315 or 928-523-4212  
 Fax: 928-523-7330  
[EMSAEnrollment@nau.edu](mailto:EMSAEnrollment@nau.edu)

**Graduate College**  
 PO Box 4125  
 Flagstaff, AZ 86011  
 Phone: 928-523-4348  
[GradSuccess@nau.edu](mailto:GradSuccess@nau.edu)

**Once approvals are secured, the petition and documentation must be submitted immediately to the Registrar's Office for processing.**

*Online and Community Campus Students may work through the Student Service Center for assistance collecting the Advisor, Department Chair, and Dean's/ Designee signatures.*

**After the course withdrawal deadline, graduate students need to submit their form and documentation to the Graduate College for final approval.**

### REGISTRAR'S OFFICE ONLY!

Processed By \_\_\_\_\_ Date (Required) \_\_\_\_\_ Late Drop Fee:  Posted  Waived

## Documentation Requirements to Withdraw After the Last Day to Withdraw from the Session

Class Withdrawal requests must be filed no later than one year from the last day of the term being petitioned.

Documentation below MUST include: 1) a personal statement AND 2) a signed letter on letterhead addressing a documented medical issue, OR personal issue, OR non-attendance verification. Petitions without documentation as stated below will be denied.

### 1. PERSONAL STATEMENT

**Required for all petitions.** Along with the documentation below, provide a letter describing the justification for the term withdrawal request. Be specific.

- Describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition.
- Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.

### 2. MEDICAL ISSUE

**Medical issues that merit a petition:**

- Physical or psychological medical difficulty
- Family medical difficulty

**Required documentation:** A signed and dated letter on official letterhead from your (or your family member's) attending health care provider, counselor, or licensed practitioner, which specifies the following:

- The date of onset of illness or accident
- The dates you (or your family member) were under professional care
- The general nature of the medical condition
- How it prevented the student from completing their course work and following normal university policies and procedures

**NOTE:** *A formal signed letter on official letterhead with all details mentioned above is required. Dates in official letter from medical practitioner must be congruent with circumstances and timelines reported in your petition. File notes, medical receipts, or copies of prescriptions are not considered sufficient documentation.*

### 2. NAU Error

**Required documentation:** An email or memo on letterhead from the person/department owning the error must be attached to the form for consideration.

### 2. PERSONAL ISSUE

**Personal issues that merit a petition:**

- Death of a family member
- Legal issue (this does **not** include illegal activity that you were involved in)
- Accident
- Loss of employment due to forced layoff
- Military deployment

**Required documentation for death of family member:**

- In your personal statement, you must indicate your relationship to the decedent.
- A copy of death certificate, obituary, or memorial service program verifying date of death **within the requested term.**
- If the death occurred outside the term, you must also include an official letter as described below addressing how the death has affected your ability to be successful.

**Required documentation:** A signed and dated letter on official letterhead from an appropriate official such as, attorney, law enforcement agent, court official, or other appropriate source, which specifies the following:

- The date of incident
- The dates you (or your family member) were affected by the incident
- The general nature of the incident
- How it prevented the student from completing their course work and following normal university policies and procedures

**NOTE:** *A formal signed letter on official letterhead with all details mentioned above is required. Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition. Police reports, divorce decrees and legal paperwork are not considered sufficient documentation.*

### 2. NON-ATTENDANCE (Zero class participation)

**Non-attendance definitions:**

- Non-attendance for an online class is defined as a student **never** having logged into the class
- Non-attendance for an in person class is defined as a student **never** having attended a single class or having participated in any way (i.e. no record of turning in an assignment, taking a quiz, etc.)
- Non-attendance for a hybrid class is defined as a student **never** having; logged into the class, attended a single class or participating in any way (i.e. no record of turning in an assignment, taking a quiz, etc.)

**Required documentation for non-attendance:**

From each class being petitioned- an email or memo on NAU letterhead from the instructor stating the following:

- Class, term, name of student, and the statement that the student never attended the class (as defined above)

### SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY

The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances **will not** be considered for petitions:

- Financial issue (**Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time**)
- Academic difficulty (failing grades and/or desire to clean-up academic record)
- Change in major
- Change in career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control

Typically, students may not withdraw from an individual course within a term or session when they have passed other courses within the same term or session. However, exceptions can be made under extenuating circumstances, which should be detailed in the petition.

These requests will be carefully considered by the offices charged with making those final decisions.