



## Documentation Requirements to Withdraw after the Withdraw Deadline and/or for Tuition Reimbursement

Please select one reason below and complete the checklist. When all boxes are checked, sign the front of this document and submit this form with your additional paperwork and documentation to the Registrar's Office from your NAU email account to [EnrollmentPetitions@nau.edu](mailto:EnrollmentPetitions@nau.edu).

**Submission without ALL documentation will result in the denial of the petition.**

*Police reports, divorce decrees, legal paperwork, file notes, medical receipts, or copies of prescriptions are not sufficient documentation.*

<p style="text-align: center;"><b><u>1. MEDICAL ISSUE</u></b></p> <p><b>Medical issues that merit a petition:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Physical or psychological medical difficulty</li><li><input type="checkbox"/> Family medical difficulty</li></ul> <p><b>Required documentation:</b> 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:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The date of onset of illness or accident</li><li><input type="checkbox"/> The dates you (or your family member) were under professional care</li><li><input type="checkbox"/> The general nature of the medical condition</li><li><input type="checkbox"/> How it prevented you from completing your course work and following normal university policies and procedure.</li></ul> <p><b>Write a personal statement and include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.</li><li><input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.</li></ul>	<p style="text-align: center;"><b><u>2. PERSONAL ISSUE</u></b></p> <p><b>Personal issues that merit a petition:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Legal issue (this does <b>not</b> include illegal activity that you were involved in)</li><li><input type="checkbox"/> Accident</li><li><input type="checkbox"/> Loss of employment due to forced layoff</li><li><input type="checkbox"/> Military deployment</li><li><input type="checkbox"/> Death of a family member</li></ul> <p><b>Required documentation:</b> 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:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> The date of incident</li><li><input type="checkbox"/> The dates you (or your family member) were affected by the incident</li><li><input type="checkbox"/> The general nature of the incident</li><li><input type="checkbox"/> How it prevented you from completing your course work and following normal university policies and procedures</li></ul> <p><b>Write a personal statement and include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.</li><li><input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.</li></ul> <p><b>Required documentation for death of family member:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> In your personal statement, you must indicate your relationship to the decedent. If the death occurred outside the term, you must also complete the steps under <b>Required Documentation</b> above.</li><li><input type="checkbox"/> A copy of death certificate, obituary, or memorial service program verifying date of death <b>within the requested term.</b></li></ul>
<p style="text-align: center;"><b><u>3. NON-ATTENDANCE (Zero class participation)</u></b></p> <p><b>Non-attendance definition:</b> A student <b>never</b> having logged into the class; <b>never</b> having attended a single class or having participated in any way (i.e. no record of turning in an assignment, taking a quiz, etc.).</p> <p><b>Required documentation for non-attendance:</b> From each class being petitioned- an email or memo on NAU letterhead from the instructor stating the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Class, term, name of student, and statement that the student never attended the class (as defined above).</li></ul> <p><b>Write a personal statement and include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.</li><li><input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.</li></ul>	<p style="text-align: center;"><b><u>4. NAU Error</u></b></p> <p><b>Required documentation:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> An email or memo on letterhead from the person/department owning the error (i.e., a processing error, delay, or miscommunication) must be attached to the form for consideration.</li></ul> <p><b>Write a personal statement and include:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Dates congruent with circumstances and timelines in your petition and documentation.</li><li><input type="checkbox"/> Steps you took to address the issue/ problem at the time it occurred and name of person(s) contacted.</li></ul>
<p><b><u>SITUATIONS THAT DO NOT MERIT AN EXCEPTION TO POLICY</u></b></p> <p>The institution expects students to accept responsibility for their academic performance unless there have been severe extenuating circumstances as described above. The following circumstances are some examples of what <b>will not</b> be considered for petitions:</p> <ul style="list-style-type: none"><li>• Financial issue (<b>Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time.</b>)</li><li>• Academic difficulty (failing grades and/or desire to clean-up academic record).</li><li>• Change in major or career goals.</li><li>• Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control.</li></ul>	