

Documentation Requirements to Withdraw From A Course After The Course Withdraw Deadline

One reason below must be selected to be accepted by the Registrar's Office. Complete the checklist, sign page one of the document, and submit form, paperwork, and documentation to the Registrar's Office from your NAU email account to Registrar.Enrollment@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.

1. 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 you from completing your course work and following normal university policies and procedures.

Write a personal statement and include:

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

3. NON-ATTENDANCE (Zero course participation)

Non-attendance definition*:

A student **never** having logged into the course; **never** having attended a single course or having participated in any way (i.e. no record of turning in an assignment, taking a quiz, etc.).

Required documentation for non-attendance:

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

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

Write a personal statement and include:

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

*Financial Aid will be reversed, and charges paid with that aid will/may become an immediate balance due to the university.

2. PERSONAL ISSUE

Personal issues that merit a petition:

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

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 you from completing your course work and following normal university policies and procedures

Write a personal statement and include:

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

Required documentation for death of family member:

- 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 **Required Documentation** above.
- A copy of death certificate, obituary, or memorial service program verifying date of death **within the requested term.**

4. NAU Error

Write a personal statement and include:

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

Required documentation:

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

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 are some examples of what **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) without extenuating circumstances described above.
- Change in major or career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control