

Petition for 6 units of enrollment as full-time enrollment verification status for Summer term.

In accordance with Northern Arizona University policy 100316, full-time enrollment for all terms is 12 credits/units. In some situations, enrollment in fewer than 12 units during the Summer term can be considered "full-time" by NAU. The NAU Registrar's Office has the authority to approve a "full-time" status designation for Summer based on all the criteria on this form being met.

A student may petition to be full-time in the Summer with 6 units if all of the following criteria are met:

1. The student's first term as an undergraduate student is a Summer term.
2. The only opportunity to enroll in the Summer term was after the 6th week.
3. Full-time enrollment is required for an external organization for a student to stay at NAU.

Process

A petition must be submitted to the [Registrar's Office](#) as soon as the petition criteria are met but not later than after the term has concluded. This petition must contain all of the pertinent student information (name, student ID#, and degree program) as well as confirm that all criteria have been met. The petition must be accompanied by verification that the student is required to have full-time status for a Summer term.

Financial Aid Considerations

Approval of this petition does not change the unit requirements for financial aid to be awarded or disbursed; 12 units of enrollment is required for full-time financial aid status in the Summer term.

Petition for 6 units of enrollment as full-time status for Summer term.

This form outlines the requirements and may be used to request full-time status for an undergraduate student.

Student Name: _____ **Student ID Number:** _____
Last First MI

Student Email: _____ **Student Phone Number:** _____

Requirements (Check and/or complete all checkboxes):

- Undergraduate student
- First term is Summer 20_____
- Enrollment in 6 units occurs after the 6th week of the Summer term.
- Documentation verifying full-time enrollment is required.
- Documentation verifying enrollment could not occur before the 6th week of the term.

In the space below, provide the **specific reason** and attach **documentation** as to why you are petitioning to be full-time with six-units of enrollment in Summer (Attach additional sheets, if necessary):

Petition Requirement Checklist: All requirements must be met to be eligible.

- I am only enrolled in courses which begin after the 6th week of the term.
- My transcript does not show enrollment prior to the 6th week of the term.
- I have attached documentation verifying that I must be in full-time status for the Summer.
- I have attached documentation verifying that I could not enroll before the 6th week of the term.

Acknowledgements:

- I understand that this request has no bearing on financial aid. If eligible for summer financial aid, it will be prorated to my actual enrollment.
- I meet all the requirements as listed on this form, and I have attached all of the required documents.

Student Signature _____ Date _____