Office of the Registrar
PO Box 4103, Flagstaff, AZ 86011
Phone: 928-523-5490 ♦ Fax: 928-523-1414
EnrollmentPetitions@nau.edu

NAU Error - Single Course - "W" Removal Petition

This form may be used to petition for the removal of a "W" for a single course after withdrawal due to NAU Error or Non-Attendance.*

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

Write the Term and Year you wish to petition: (ex. Spring 2019) _____ Student Campus:_____

Name, _____, _____, _____
First Last MI

Student ID#: _____, ☐ Undergraduate ☐ Graduate ☐F1-J1 Student ☐Athlete

Phone Number: (_____)_____, Email: _____@NAU.EDU

Course with "W"

Subject & Catalog #: _____ Course #: _____ Embedded Lab #: _____

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

Reason

This form should only be used in the case of NAU error or Non-Attendance and only after a student has withdrawn from the course. The form must be accompanied by a written statement describing the NAU error or a statement from the faculty member supporting non-attendance.

Error recognition must be claimed by the NAU official responsible for the error. You must provide specific reasons why your petition should be approved. Non-attendance recognition must be from the faculty member who taught the class being petitioned.

The form and written statement should be submitted via email to the Registrar's Office. Turning in this form and documents will not guarantee approval and may negatively affect a student's financial aid. If approved, any implications resulting in a refund will be reviewed by a university committee.

NAU Error Recognition Requirements – Submitted via NAU email

1. A written statement from the **NAU employee** owning and explaining the error.
2. Submission of this form along with the written statement.

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*NAU error is defined as a processing error, processing delay, and/or documented misinformation from an NAU official that prevented a student from reasonably withdrawing from a course prior to the withdraw deadline resulting in a "W" on the transcript. Non-attendance is defined as a student never having logged into the class; 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.).

Registrar's Use ONLY

Processed by: _____ **Date:** _____**Notified:** _____