

Withdraw From A Course After The Course Withdraw Deadline Petition

This form may be used to petition for a withdrawal from a course in a term.

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

Withdraw

Subject & Catalog #: _____ Course #: _____ Embedded Lab #: _____
ex: BIO 181 ex: 1657

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

Reason

This form requires documentation. Turning in this form and documents will not guarantee approval and may negatively affect your financial aid. You must provide specific reasons why your petition should be approved.

Please complete the petition requirements.

Petition Requirements

- Choose one: ☐ 1) Medical ☐ 2) Personal ☐ 3) Non-Attendance ☐ 4) NAU Error
- Fill out the checklist on the back side of this page to complete your petition.

REQUIRED PERMISSIONS

All approvals must be obtained within two weeks. Signatures may be submitted via email.
Chair and Dean signatures must be from the Academic unit offering the course.

☐ Approved ☐ Denied Current Grade: _____	Instructor Name (Print)	Instructor Signature	Date (Required)
☐ Approved ☐ Denied	Dpt. Chair Name (Print)	Dpt. Chair Signature	Date (Required)
☐ Approved ☐ Denied ☐ Waive Processing Fee Due to NAU Error	Dean/Designee Name (Print)	Dean/Designee Signature	Date & Stamp Required)

International Students

As an F-1 or J-1 International student, I have met with an International Student Advisor.

International Advisor _____, Date: _____

Acknowledgments

I have completed this form and acknowledge the following:

I will review my Academic Advisement Report and speak to my Academic Advisor about my progress.

I will meet with Financial Aid to discuss any financial implications resulting from filing this petition.

I have two weeks to submit the completed form from the date I have signed at the bottom of the form.

I will be charged a \$25 fee for this petition.

Student Signature _____, Date: _____

Processed by: _____ Date: _____ Notified: _____

Late fee ☐ Posted ☐ Waived
Registrar's Use ONLY

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