

## Academic Standards Committee Agenda

November 8, 2019

1:30pm – 3:00pm

BAC 206

- I. Call to Order *Kyle N. Winfree*
- II. \*Approval of Minutes, September *Kyle N. Winfree*  
[November 8 ASC Minutes DRAFT10.21.19.docx]
- III. ~~\*Proposed Changes to Undergraduate Transfer Credit – vote to vet (VtV) *Laurie Dickson*~~  
~~[ASC\_Transfer\_Oct\_16\_2019.docx]~~
- IV. Changes to Registrar Forms *Ian Wischmeier & Joseph Wright*  
Not a voting item, but is being sent to gather further feedback from the ASC and their constituents.  
[Registrar\_Forms\_Note.pdf, Petitions with Cover Sheets.pdf]
- V. \*Withdrawal Policy, adding Personalized Learning VtV *Gina Vance*  
[Policy\_100325\_CURRENT.docx, Policy\_100325\_REVISED.docx]
- VI. University Policy Library ([nau.edu/university-policy-library](http://nau.edu/university-policy-library)) *John Masserini / Kyle N. Winfree*  
Status updates and discussion as needed from all. Move policy to vetting (file attached) if ready.
  - a. \*Administratively Dropping a Student from a Course VtV *Margaret Dunfree & Luke Plonsky*  
[ASC\_Administrative\_Drop\_Policy.docx]
  - b. \*Excess Credit Hours VtV *Ian Wischmeier & Stephenie Jerome*  
[ASC\_Excess\_Credit\_Hour\_Policy-Oct2019.docx]
  - c. \*Inspection and Review of Student Records VtV *Ian Wischmeier & José Díaz Aquino*  
[ASC\_Inspection\_and\_Review\_of\_Records.docx]
  - d. \*Grade Submission VtV *Mohamed Mohamed & Rosalica Cordova*  
[Grade Submission.pdf]
  - e. Course Repeat Policy, Undergraduate *Kyle N. Winfree & John Masserini*
  - f. Student Institutional Excuses *Lynsey McClintock, Andrew Dies, & Pete Yanka*
  - g. Degree Program Fees *Terry Crites & Jessica Wood*
  - h. Administering Final Exams *John Masserini*
- VII. Classroom Scheduling *Diana Elder & Nicole Hampton*
- VIII. Course Scheduling *Pam Powell & Kathy Savage*
- IX. Announcements
- X. Good Of the Order
- XI. \*Adjournment

**From:** Gordon Ian Wischmeier Ian.Wischmeier@nau.edu 

**Subject:** FW: Forms, Registrar

**Date:** October 14, 2019 at 1:33 PM

**To:** Kyle Nathan Winfree Kyle.Winfree@nau.edu

**Cc:** Marie Daniella Watson Daniella.Watson@nau.edu, John P Masserini John.Masserini@nau.edu, Joseph Wright Joseph.Wright@nau.edu

GW

Hello Kyle,

Can you send this message to ASC and place the item on the agenda for next Friday:

- Joseph Wright, Associate Registrar and lead on this project will be attending the meeting to gather feedback and provide a summary of the changes.

Thank you,

-Ian

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Dear Academic Standards Committee members,

This is not a voting item, but is being sent to gather further feedback from the ASC and their constituents.

The Office of the Registrar has been conducting a review of student facing forms to assess them for clarity, redundancy, function, and content in order to provide students, staff, and faculty the most direct access to resolutions. Additionally, in some instances multiple forms were combined into one to reduce redundancy and increase ease of use. This review has been occurring since last spring. The first iteration of this review was revising and combining the Term Withdrawal and the Petition to Change Withdrawal Date into one form. This is the second phase of review.

The forms reviewed in this cycle are attached, including a cover sheet summarizing the changes:

- Add After the Deadline
- Repeat Enrollment Petition
- Change to Audit or Credit
- Change to "A" – Pass – Fail
- Withdraw from a Course
- Out of Career

Variations of the following changes were made to the forms. Summary of the changes with their justifications below:

1. Added an explanation of the function of the form to each form under the title - Done in response to the lack of explanation on the form of how it functions resulting in a large number of clarifying questions coming to the Office of the Registrar.
2. Removal of Advising signature - Done in response to the signature acting as approval rather than review; removed a barrier to the form being completed by approving members in a timely fashion; increase ease of acquiring signatures for students; emphasized the academic approval required by the form and the agreement made between the student and the academic unit.
3. Added Waiver for Dean's to remove fee for NAU Error – Done to eliminate additional petition process for waiving of processing fees due to NAU Error.
4. Addition of student, advisor, and faculty acknowledgements – Done to add clarity to

the requirements of the form for all parties; provide guidance to additional support services for students; reinforce timelines and any associated costs.

5. Removal of stamp from Faculty and Chair signatures – Done to emphasize the Dean signature; eliminated students from tracking down stamps all over campus.
6. Combined several forms into one – Done to reduce the number of forms needed to be understood by colleagues on campus; increase ease of use for colleagues and students; increase ease of processing.

Changes were made in collaboration with the following units:

- University Advising
- Student Departmental Accounts
- Office of Student Financial Aid
- Graduate College
- Student Success Center
- First Year Experience
- NAU Online
- Vice Provost of Academic Affairs.

The goal is to launch the reformatted forms no later than Spring 20. Then we will continue to gather feedback and edit forms as needed and implement a yearly review cycle. Ultimately, we would like the forms to be in an online format.

If you have questions or feedback in advance of the meeting please contact Joseph Wright, Associate Registrar and lead on this project.

Best,

-Ian

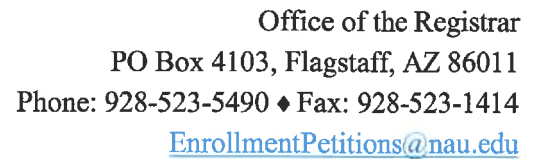
**Ian Wischmeier**  
**Senior Associate Registrar**  
[ian.wischmeier@nau.edu](mailto:ian.wischmeier@nau.edu) | 928-523-1028  
PO Box 4103, Flagstaff, AZ 86011  
[nau.edu/registrar](http://nau.edu/registrar)



Petitions with  
Cover...ets.pdf

### **Add After the Deadline**

1. Added an explanation of the function of the form
2. Removed the need for a stamp from Instructor and Department Chair signature lines.
3. Removed the Advisor signature as signatures act as approval and that is outside the scope of the advisor role.
4. Added acknowledgements so the student is aware of and acknowledges all requirements of the form.
5. Added Waiver for Dean's to remove fee for NAU Error.



*This form may be used to petition for enrollment into a course after the add deadline has passed.*

Name, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
First Last MI

Phone Number: ( ) \_\_\_\_\_ Email: \_\_\_\_\_@NAU.EDU

Please provide a brief description of the circumstances that prevented you from adding the class:

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<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Instructor's Name (PRINT)	Date (Required)
	Instructor's Signature	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair (Academic unit offering class)	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Waive Processing Fee Due to NAU Error	Dean's/Designee's Signature (Academic unit offering class)	Date & Department Stamp (Required)

Student Signature \_\_\_\_\_, Date: \_\_\_\_\_

**Processed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Documentation Requirements to Add A Course After The Deadline**

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

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

- ☐ Newly created class
  - ☐ Provide an email or memo from the person/department stating that the course was created late.
- ☐ Cohort
- ☐ In the wrong class number (switching sections)
- ☐ NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly)
  - ☐ Required documentation:
    - Email or memo from the person/department owning the error must be attached to the form.
- ☐ Personal Emergency (Example: Illness, family emergency)
  - ☐ 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 procedure.
  - ☐ 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.
- ☐ Student was dropped for non-payment. **Applicable for Summer and Winter terms only!**
  - ☐ Required documentation:
    - From each course being petitioned, an email or memo on NAU letterhead from the instructor stating the following: Course, term, name of student, and the statement that the student has had continuous participation in the course.
  - ☐ Payment arrangements **MUST** be made immediately after the add is processed in order to remain in the class. If the student is dropped for non-payment, a new form will be required to re-enroll into the class.

### **ONLINE AND COMMUNITY CAMPUS STUDENTS ONLY:**

Online and Community Campus Students may work through the Student Service Center for assistance collecting the Advisor and Dean's/ Designee's signatures. The instructor approval/ denial may be in the form of an email from the faculty's NAU email account that specifies their approval to add the course after the deadline.

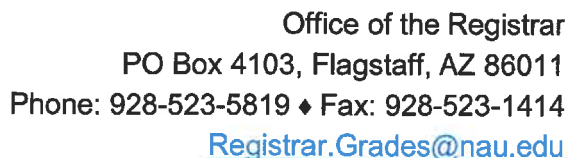
### **Enrollment and Student Services**

PO Box 4050, Flagstaff, AZ 86011

Phone: 800-426-8315 or 928-523-4212

### **Repeat Enrollment Petition**

1. Added an explanation of the function of the form
2. Combined the Grade Replace a “C”, Repeat Enrollment, and Second Time Enrollment Within a Term forms.
3. Added acknowledgements for both the department chair and student which cover the requirements of the form.
4. Updated program specific GPA requirements.



*This form will allow you to request enrollment in a class in which you have already earned a grade of "D", "F", and under specific circumstances, a "C" (Policy is located on the back of this form).*

**Registrar's Use ONLY**

## **Undergraduate Majors and Plans that allow "C" Grade Replacement in order to meet program specific GPA requirements**

### **W.A. Franke College of Business-All BSBA & BSACCY majors**

- All BSBA majors are required to have a grade of "C" or better in: ENG 105, MAT 114 and MAT 119 or MAT 121 (dependent upon catalog year), ACC 205, ACC 255, ACC 256, ISM 120, ECO 201, ECO 284, ECO 285.
  - If you received a grade of "C" in any of the above courses, but have not met the BSBA GPA requirement, you may re-take a course in which you received a "C".
- BSBA majors can re-take a **maximum of two** of the above courses for grade replacement, in which a grade of "C" was received, in order to meet the GPA requirement for the BSBA program.
  - Please see the catalog for full details: [Additional Admission Requirements](#); click on the "Details" tab.
- Please be aware that you are only allowed to grade replace two "C" grades from the list above.
- You may only repeat a required course in which you received a grade of "C" one time.

### **College of Social and Behavioral Science-Social Work Major**

- Must complete **SW 220** and **SW 321** with a grade of "B" or better.
- If you received a grade of "C" in either of the above courses, you may re-take each course one time for grade replacement.

### **College of Education-Elementary, Early Childhood, Secondary and Special Education Majors**

- You must complete **ENG 105** with a grade of "B" or better.
- OR if you receive partial credit and must only take **ENG 205** to complete composition requirements, you must complete **ENG 205** with a grade of "B" or better
- If you received a grade of "C" in **ENG 105** or **ENG 205**, you may re-take the course one time for grade replacement or you may take an approved writing course at the 200-level or above with a grade of "B" or better.

### **College of Environment, Forestry, and Natural Sciences-Forestry Major**

- All BSF majors are required to have a grade of "C" or higher in the following: FOR 101, FOR 211, FOR 213, FOR 215, FOR 220, FOR 225, ENG 105, MAT 125, STA 270, CHM 130, CHM 130L or CHM 151, CHM 151L, BIO 181, BIO 181L, BIO 182, BIO 182L, ECO 280 or ECO 284, CST 111.
  - If you received a grade of "C" or better in any of the above course, but have not met the required minimum preprofessional GPA requirement of 2.75, you may retake a course in which you received a "C" **ONE** time for grade replacement.
  - BSF majors can take up to four classes for grade replacement, in which a grade of "C" was received, in order to meet the 2.75 GPA requirement.

### **College of Environment, Forestry, and Natural Sciences-Secondary Education Major**

- All BSEd majors (SecEd-Biology, SecEd-Chemistry, SecEd-Earth SCI, SecEd-Mathematics, SecEd-Physics, SecEd-General Sci) are allowed to have only one grade of "C" in the following courses: TSM 350, TSM 404, TSM 450.
  - If you received more than one grade of "C" in the above courses, you may retake a course in which you received a "C" **ONE** time for grade replacement.

### **College of Arts & Letters-Secondary Education Major**

- All BSEd – SecEd-History and Social Sciences majors must receive a grade of "B" or better in HIS 205.
  - If you received a grade of "C" in HIS 205, you may re-take the course **ONE** time for grade replacement.

### **College of Engineering, Informatics and Applied Sciences-Mechanical Engineering Major**

- All ME majors are required to have a GPA in the following "foundational courses" equal to or greater than 2.65 prior to enrolling in any 300 or 400 level ME courses: MAT 136, MAT 137, CS 122, PHY 161, PHY 262, CENE 251, MAT 238, ME 240.
  - If you are in the mechanical engineering program and have completed all required foundational courses with a "C" or better, but have a foundational course GPA that is below the acceptable grade point average for enrollment in upper divisional courses, you may repeat up to two of the foundational courses in which you earned a "C" to meet the minimum GPA requirement. You may only repeat a foundational course in which you earned a grade of "C" one time for it to count toward the foundational coursework GPA.

### **Change to Audit or Credit**

1. Added an explanation of the function of the form.
2. Combined Change to Audit and Change to Credit forms.
3. Combined prior to deadline and after deadline forms.
4. Added instructor and student acknowledgements.
5. Removed Advisor signature.
6. Removed Instructor and Chair stamps.
7. Included policy.
8. Added Waiver for Dean's to remove fee for NAU Error.

## CHANGE TO CREDIT OR AUDIT

*This form may be used to change a class to credit or audit.*

Write the Term and Year: (ex. Spring 2019) \_\_\_\_\_

Name, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
First Last MI

Student ID#: \_\_\_\_\_, Phone Number: (\_\_\_\_\_) \_\_\_\_\_, Email: \_\_\_\_\_@NAU.EDU

**I would like my grading basis to be:**

☐ AUDIT ☐ CREDIT

Subject & Catalog#: \_\_\_\_\_ Class #: \_\_\_\_\_

### Request – Before the Deadline

☐ I am requesting to change my grading basis to credit or audit before the deadline.

### Instructor Acknowledgments

☐ I approve of this change in grading basis. I also waive all required prerequisites.

☐ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please turn this form in to the Student Service Center or submit via email to [ServiceCenter@nau.edu](mailto:ServiceCenter@nau.edu).

### Petition-After the Deadline

Please provide a brief description of the circumstances that require this petition:

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### REQUIRED PERMISSIONS

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Instructor's Name (PRINT)	Instructor's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair's Name (Print)	Department Chair's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Waive Processing Fee Due to NAU Error	Dean's/Designee's Name (Print)	Dean's/Designee's Signature	Date & Department Stamp (Required)

### Acknowledgments

I have completed this form and acknowledge the following:

- ☐ I understand that Audit means I will not earn a grade and Credit means I will earn a grade that affects my GPA.
- ☐ I will meet with Financial Aid to discuss any financial implications resulting from filing this petition.
- ☐ I will be charged a \$25 fee for this petition.

Student Signature \_\_\_\_\_, Date: \_\_\_\_\_

**Registrar's Use ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Policy

Auditing a course means that the student regularly attends scheduled class sessions, but earns no credit and no grade. Auditing students participate in class and sometimes complete assignments and take examinations, but do not receive an A,B, C, D, or F grade from the instructor. Auditing offers students the option of exploring a course(s) without affecting their grade point average (GPA).

### Auditing Students:

- are responsible for attending class regularly and participating in a satisfactory manner.
- are not required to complete written assignments or exams.
- are responsible for consulting with the instructor to determine acceptable satisfactory performance.
- receive a grade of "AU" (audit) for satisfactory attendance and classroom participation. However, the "AU" grade does not count in calculating the student's GPA, toward graduation, or in meeting professional requirements. If, in the instructor's judgment, the student has not conscientiously participated, the course will be expunged from the student's record.

***Changing Enrollment from "Audit" to "Credit-Bearing."*** Prior to the published deadline for adding courses, students may change their enrollment in a course from audit to credit-bearing or from credit-bearing to audit—but *only with the instructor's signature and stamp*.

The grading option may be changed after the close of Drop/Add if the student fills out a "Petition to Change from Credit to Audit after the Deadline" form or a "Petition to Change from Audit to Credit after the Deadline" form found on the Registrar's Website under [Forms and Policies](#).

After a student completes a course as an audit, the "AU" on their permanent record may not be changed to a credit-earning grade; however, students may retake a previously audited course for credit.

### Financial Implications:

- Audits are not used in credit-unit totals for determining financial aid eligibility.
- Students who live in university-operated housing should contact the Office of Residence Life to see if audited units will count in their term total for determining full-time status and housing eligibility.
- Students using Veteran education benefits should see Veterans Services.

### **Change to “A”-Pass-Fail**

1. Added an explanation of the function of the form
2. Combined request before deadline and petition after deadline forms.
3. Removed Advisor signature.
4. Removed Instructor and Chair stamps.
5. Added student acknowledgements.
6. Included policy.
7. Added Waiver for Dean's to remove fee for NAU Error.

## CHANGE TO "A"-PASS-FAIL

*This form may be used to change your grading basis to "A"-Pass-Fail.*

*"A"-Pass-Fail means that an earned grade of "A" will equal an "A" on your transcript, an earned grade of "B", "C", or "D" will equal a "P" on your transcript, and an earned grade of "F" will equal an "F" on your transcript.*

Write the Term and Year you wish to petition: (ex. Spring 2019) \_\_\_\_\_

Name, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
First Last MI

Student ID#: \_\_\_\_\_, Phone Number: (\_\_\_\_\_) \_\_\_\_\_, Email: \_\_\_\_\_@NAU.EDU

Academic Plan

Major: \_\_\_\_\_ Second Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Certificate: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

### Course

Subject & Catalog#: \_\_\_\_\_ Class #: \_\_\_\_\_ Units \_\_\_\_\_

### Request

- ☐ I am requesting a change in of my grading basis to "A", Pass/Fail before the deadline. I have read the guidelines on the back of this form. Please turn this form in to the Student Service Center or submit via email to [ServiceCenter@nau.edu](mailto:ServiceCenter@nau.edu).

### Petition After the deadline

Please provide a brief description of the circumstances that require the use of this form:

## REQUIRED PERMISSIONS

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Instructor's Name (PRINT)	Instructor's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair's Name (Print)	Department Chair's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Waive Processing Fee Due to NAU Error	Dean's/Designee's Name (Print)	Dean's/Designee's Signature	Date & Department Stamp (Required)

### Acknowledgments

I have completed this form and acknowledge the following:

- ☐ Earning an "F" will negatively impact my GPA but a "P" will not affect my GPA. I will check to see if earning a "P" will fulfill my academic requirements. I will review my Academic Advisement Report and speak to my Academic Advisor.
- ☐ I will meet with Financial Aid to discuss any financial implications resulting from filing this petition.
- ☐ I will be charged a \$25 fee for this petition.

Student Signature \_\_\_\_\_, Date: \_\_\_\_\_

**Registrar's Use ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Undergraduates may use up to 24 hours of “A”/pass/fail coursework in their baccalaureate degree, including no more than two courses in a single field.**

**You must have:**

- 1) A cumulative grade point average of at least 2.5 or
- 2) A 3.0 GPA for 12 or more credit hours from the preceding term.

**You may NOT use the “A”/pass/fail option for:**

- |  |  |
|--|--|
| 1) Professional courses in teacher education | 2) Courses in your major or minor field            |
| 3) University course lines                   | 4) Repeated courses                                |
| 5) Honors courses                            | 6) Courses to satisfy liberal studies requirements |
| 7) Courses to satisfy diversity requirements |  |

\*Please refer to the online Academic Catalog for complete policy information

### **Withdraw from a Course after the Course Withdraw Deadline Petition**

1. Added an explanation of the function of the form.
2. Removed Advisor signature.
3. Removed Instructor and Chair stamps.
4. Require printed names along with signatures.
5. Added student acknowledgements.
6. Updated documentation requirements as a checklist.
7. Added Waiver for Dean's to remove fee for NAU Error.

## 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 #: \_\_\_\_\_  
*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

1. Choose one: ☐ 1) Medical ☐ 2) Personal ☐ 3) Non-Attendance ☐ 4) NAU Error
2. 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.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Current Grade: _____	Instructor's Name (PRINT)	Instructor's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Department Chair's Name (Print)	Department Chair's Signature	Date (Required)
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Waive Processing Fee Due to NAU Error	Dean's/Designee's Name (Print)	Dean's/Designee's Signature	Date & Department Stamp (Required)

### Acknowledgments

I have completed this form and acknowledge the following:

- ☐ I will review my Academic Advisement Report.
- ☐ I will speak to my Academic Advisor about my satisfactory academic 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: \_\_\_\_\_

**Registrar's Use ONLY**

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_

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

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.*

#### **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 procedure.

##### **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.

#### **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)
- Change in major or career goals
- Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student's control

### **Out of Career Form**

1. Added an explanation of the function of the form.
  2. Added student, advisor, and instructor acknowledgements.
  3. Added graduate policy.
-

## Out of Career Form

*This form will allow you to enroll in a course outside of your academic career for credit.*

Name (First, Last): \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@nau.edu  
Term: \_\_\_\_\_ Subject, Catalog #, and Section: \_\_\_\_\_  
Number of Units: \_\_\_\_\_

- ☐ I allow permission to be added to the Wait List if the class is full.  
☐ I will check with my advisor to determine how it fits into my degree program.  
☐ I have contacted the instructor to discuss the rigor of the course.  
☐ I would like this course to count towards a future graduate program and I will contact the department offering the degree.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check the appropriate box below:

☐ **Undergraduate enrolling into a 500 level class:**

By signing this form, I acknowledge I have reviewed with the student their interest in taking the course as well as all possible academic progress implications.

Advisor Name (Print): \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Undergraduate enrolling into a 500 level class requiring a requisite override:**

By signing this form, I approve of the student enrolling in this course. I also waive all required prerequisites. I also acknowledge I have reviewed with the student their interest in taking the course as well as all possible academic progress implications.

Instructor Name (Print): \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Undergraduate enrolling into a 600 level class:**

By signing this form, I approve of the student enrolling in this course. I also waive all required prerequisites. I also acknowledge I have reviewed with the student their interest in taking the course as well as all possible academic progress implications.

Instructor Name (Print): \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Graduate student enrolling into a 400 level class for credit\*:**

Faculty advisor signature required.

\*Per Graduate College Policy, Masters students may count up to 6 hours of 400 level credit towards their degrees.

Faculty Member Name (Print): \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 100325

## TERM WITHDRAWAL

Type: Enrollment

Effective Date: 6/12/2012

Policy [↑ Collapse](#)

Withdrawing from a given term (Fall, Winter, Spring, or Summer) at Northern Arizona University means reducing your course load to zero credit units for that particular term. It does not necessarily involve withdrawing entirely from Northern Arizona University. In most cases, if you withdraw from one term, you are still eligible to enroll for the next term.

Please be aware that:

- You are not considered to have withdrawn from a term if you drop courses during a term or session in which you also receive credit for other courses.
- If you fail to withdraw, you may receive a grade of "F" in all of your classes and forfeit any or all deposits.
- If you are currently receiving financial aid or have received aid previously, you may be responsible for paying back money. (If you are unsure about your financial aid status, contact the Office of Student Financial Aid for information.)

General Procedure [↑ Collapse](#)

The table below outlines the timelines related to the withdrawal process.

Term Withdrawal: Dates Make a Difference	
Timeline	Use the Following Process:
<b>Time Period:</b> From the time of enrollment through the Drop-with-a-"W"-deadline This "W" deadline date and the Drop/Delete deadline vary depending on whether you are enrolled in a regular Spring/Fall 16-week term, Summer-or-Winter-Term, Mini-term (AKA Dynamically Dated /DD, etc.) Find these dates at <a href="#">Registrar's Calendars</a> , <a href="#">Interession Calendars</a> , or log in to MyNAU -> Student	Use the LOUIE online system to drop your course(s), reducing your course load to zero units for that specific term. There is no paperwork to complete.  Courses dropped <i>before</i> the Drop/Delete deadline will not appear on your transcript.

Center -> Click Class.	Courses dropped <i>after</i> the Drop/Delete deadline will appear on your transcript with a grade of “W” indicating withdrawal.
<p><b>Time Period:</b> From the day after the Drop-with-a-“W”-deadline <i>through</i> the last day to officially withdraw from the university. That date varies depending on the length of the term. Find these dates at <a href="#">Registrar's Calendars</a>, <a href="#">Intersession Calendars</a>, or log in to MyNAU -&gt; Student Center -&gt; Click Class.</p>	<p>Complete the “Withdrawal from Term” form found on the <a href="#">Registrar's Forms</a> site. No additional documentation is required.</p> <p>All courses for which you were enrolled will show on your transcript with a grade of “W,” indicating withdrawal.</p> <p>Forms can be dropped off in person, mailed, scanned, or faxed to the Registrar’s Office.</p>
<p><b>Time Period:</b> From the day <i>after</i> the last day to officially withdraw from the university until one year from the last day of the term being petitioned. The date varies depending on the length of the term. Find these dates at: <a href="#">Registrar's Calendars</a>, <a href="#">Intersession Calendars</a>, or log in to MyNAU -&gt; Student Center -&gt; Click Class.</p>	<p>Undergraduate students must complete the “Withdrawal from Term” form found on the <a href="#">Registrar's Forms</a> site <b>AND</b> attach required documentation. Graduate students must also include the professor(s) signature(s) or an email from the professor(s) indicating whether the professor supports the petition and why/why not. This “Withdrawal from Term” request must be filed <u>no later than one year</u> from the last day of the term being petitioned.</p> <p>Your instructor assigns an appropriate grade at the end of the course, which appears on your transcript. If your request is approved, those grades will be changed to a “W.”</p> <p>Requests to withdraw from a term after the “last day to officially withdraw from the university” are not automatically approved.</p> <p>Forms from undergraduate students can be dropped off in person, mailed, scanned, or faxed to the Registrar’s Office. Graduate students must submit their forms to the Graduate College.</p>

## Special Circumstances ↑ Collapse

### ***Financial Implications***

- - Withdrawing from a term may jeopardize your eligibility for continued funding:
    - If you have received aid previously, or
    - If you are receiving financial aid, or
    - If you are receiving Veterans assistance,
    - If you have a graduate assistantship, or
    - If you have any other type of aid/assistance.
  - Please contact [Financial Aid](#).
  - ***You are responsible for contacting Residence Life, the Campus Dining/Meal Planning Office, the JacksCard (University ID) Office, Campus Health Services, and the Northern Arizona University Bookstore to inform them of your withdrawal. Each respective office can let you know if you are eligible for any refunds.***
  - If you withdraw from a term, you may be eligible to receive a refund of the tuition you paid, depending on the date on which you withdraw. Mandatory university fees are NON-refundable on/after the first day of the term and are separate charges from tuition. For more information, see the Student and Departmental Account Services (Formerly the Bursar's Office) website at [NAU Tuition Refunds](#).

### ***Other Implications/Consequences***

Withdrawing from a term may also cause consequences for:

- International Students, especially those with F-1 or J-1 visas
- Students who live in Residence-Life-operated housing
  - You must be prepared to check out of campus housing within 24 hours after you withdraw.
  - Student Athletes
  - Other special populations

...so please speak with Residence Life, your advisor, coach, or a staff person.

### ***More Information***

If you have further questions regarding Term Withdrawal or Withdrawal from NAU, contact the Registrar's Office: 928-523-5490 or 928-523-5491.

# 100325

## PERSONALIZED LEARNING SUBSCRIPTION WITHDRAWAL

Type: Enrollment

Effective Date:

Policy [↑ Collapse](#)

Withdrawing from a Personalized Learning subscription at Northern Arizona University means reducing your course load to zero credit units for that subscription. It does not necessarily involve withdrawing entirely from Northern Arizona University. By officially withdrawing from a subscription, you are not eligible to begin another subscription until the end of the subscription in which you are withdrawing from.

Please be aware that:

- A subscription withdrawal requires removal from all courses in a given subscription, including those you may have completed with a grade.
- The calendar on the Office of the Registrar website shows the timelines for withdrawing.
- The date you withdraw will determine if a grade of a “W” will be entered for all courses.
- If you fail to withdraw, you may receive a grade of “I” in all of your classes and forfeit any or all payments.
- An extension/pause will count towards the 111 day deadline for a withdrawal.
- If you are currently receiving financial aid or have received aid previously, you may be responsible for paying back money (If you are unsure about your financial aid status, contact the Office of Scholarships and Financial Aid for information.)
- Withdrawing from a subscription may jeopardize your eligibility for continued financial aid funding:
  - If you have received aid previously,
  - If you are receiving financial aid,
  - If you are receiving Veterans assistance,
  - If you have a graduate assistantship, or
  - If you have any other type of aid/assistance please contact [Financial Aid](#).
- ***If applicable: You are responsible for contacting the Campus Dining/Meal Planning Office, the JacksCard (University ID) Office, and/or Campus Health Services to inform them of your withdrawal. Each respective office can let you know if you are eligible for any refunds.***

## Administrative Drop

### POLICY SUMMARY

There are students who are enrolled in a course and do not make contact with, attend, or participate in a class at the start of the semester. Students have an obligation to engage in the course or notify the professor of an absence. Due to this absence, the student should be removed from the course to allow for other students waiting to add the course an opportunity to do so. In addition, students who do not meet the prerequisites for the class as stated in the academic catalog should also be removed from the course.

### REASON FOR THIS POLICY

Northern Arizona University students have the responsibility to attend class or make contact with their instructor in the first four business days in the semester. If they do not attend class or make contact, it is assumed they are not participating in the course and therefore can be removed from the roster to allow students on the waiting list for enrollment the opportunity to enroll. In addition, students who have not met the prerequisite requirements should not be enrolled in the course as they are not prepared and therefore should be removed from the roster.

### ENTITIES AFFECTED BY THIS POLICY

- All colleges and instructional units
- Office of the Registrar

### WHO SHOULD KNOW THIS POLICY

- All students and faculty members
- All administrative academic officials

***Please note: together, these first four sections should briefly summarize this policy's FIVE W's, its who, what, when, where, and why.***

### DEFINITIONS

**Attendance:** physically attending class within the first four business days or logging into the BbLearn course shell.

**Contact with the Instructor:** any means of communicating directly with the instructor. This includes but is not limited to a phone call or message, email to the instructors NAU email account, or messaging within BbLearn.

**Prerequisites:** courses defined in the course catalog that must be satisfactorily completed prior to taking the course in question.

## POLICY

A student may be administratively dropped from a course by the instructor or department through the 7th business day of a regular Fall /Spring 16-week term\* if the student meets either of the two criteria below:

- has not met the prerequisites for the course as stated in the academic catalog, or
- is absent one or more times\*\* from class during the first four business days of the 16-week term.

For online classes, or blended classes without face-to-face meetings, students may be administratively dropped from the class if they fail to log in and participate during the first four business days of the 16-week term.

\*For classes that run shorter than a full semester, the time frame shall be adjusted proportionately to the length of the class.

\*\*It is recommended that the student contact the instructor during the first four business days of the 16-week term if absences during that period cannot be avoided.

## RESPONSIBILITIES

**Instructors:** Verify student has not attended class or made contact with you as described in the policy section. Complete and submit Administrative Drop Form in a timely manner prior to the seventh business day of the semester or course start.

**Office of the Registrar:** processes involuntary withdrawals.

## PROCEDURES

Instructors must complete the Administrative Drop Form in Forms below to drop the student if the above criteria are met.

Students who wish to drop a class should follow appropriate procedures. They must not assume that an instructor will administratively drop them from a class. Students are responsible for changing their own class schedule within the established timelines.

## RELATED INFORMATION

### Forms or Tools

[Administrative Drop Form](#)

### Cross-References

N/A

### Sources

N/A

## APPENDIX\*

N/A

\*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.

DRAFT

## INSPECTION AND REVIEW OF RECORDS

### POLICY SUMMARY

*Family Educational Rights and Privacy Act ("FERPA"), Northern Arizona University permits its students, upon application to the Office of the Registrar, to inspect and review their education records in accordance with the limitations outlined in this policy. Additionally, students have the right to request an amendment or to challenge the accuracy of their educational records and to prevent their unauthorized disclosure.*

### REASON FOR THIS POLICY

*Family Educational Rights and Privacy Act ("FERPA") requires all institutions to provide this opportunity to its students.*

### ENTITIES AFFECTED BY THIS POLICY

- Enrollment Management
- Graduate College
- Legal department
- Office of the Registrar
- Student Departmental and Account Services
- Office of Student Financial Aid and Scholarships

### WHO SHOULD KNOW THIS POLICY

- All students, staff and faculty
- All administrative Officials

***Please note: together, these first four sections should briefly summarize this policy's FIVE W's, its who, what, when, where, and why.***

### DEFINITIONS

### POLICY

1. Right to Inspect and Review-Limitation. Northern Arizona University shall permit students, upon application to the Office of the Registrar to inspect and review their own education records with the following limitations:

Financial records and statements of their parents' or any information contained therein;  
Confidential letters and confidential statements of recommendation, which were placed in the education records of a student prior to January 1, 1975, provided that the letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality, and are used only for the purpose for which they were specifically intended.

Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, respecting admission to an educational institution, an application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived his or her right to inspect and review those letters and statements of recommendation.

2. Waivers-limitations. A student or a person applying for admission may waive, in writing only, his or her right to inspect and review confidential letters and confidential statements of recommendation described above, except that the waiver may apply to confidential letters and statements only if the applicant or student is, upon request, notified of the names of all individuals providing the letters or statements, and such are used solely for the purpose for which they were originally intended. Such waivers are not required as a condition of admission to or receipt of any other service or benefit from Northern Arizona University. A waiver under this section may be revoked, in writing only, with respect to any actions occurring after the revocation.

3. Notification of Right to Inspect and Review-Procedures. Students are hereby notified of the types of education records which are maintained by Northern Arizona University and are directly related to students. (See Above)

Applications to inspect and review a student's records shall be made on the appropriate form provided for that purpose and shall be filed with the Office of the Registrar.

The Office of the Registrar shall, in no more than forty-five days from receipt of the application, arrange for the appropriate inspection and review of the student record.

A student shall have the right to:

- inspect and review the content of those records;
- obtain copies of those records at his or her own expense, not to exceed actual cost to the University of reproducing such copies.
- a response from the University to reasonable requests for explanations and interpretations of those records; and
- an opportunity for a hearing to challenge the content of those records, procedures for which are outlined in No. 4, below.

4. Challenges to the Content of Records-Hearing-Informal Proceedings. Students shall have an opportunity to a hearing to challenge the content of the student record, to insure that the record is not inaccurate, misleading, or otherwise in violation of the privacy of other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation of the student respecting the content of such records. Any explanation placed in the education record of the student shall be maintained by Northern Arizona University.

Northern Arizona University shall attempt to settle any dispute with a student regarding the content of the student's education record through informal meetings and discussions with the student.

Upon the request of either the student or the University official responsible for a particular portion of the student record in question, a hearing shall be conducted by the Registrar.

Such hearing and decisions shall be made by a panel of University faculty and professional staff who do not have a direct interest in the outcome of the hearing.

The hearing shall be conducted within twenty days following the request for hearing.

The student shall be afforded notice of the date, place, and time at least five days in advance of the hearing, and shall be afforded a full and fair opportunity to present evidence relevant to the issue pertinent to his or her challenge. The student may be assisted or represented by individuals of his or her choice at his or her expense, including an attorney.

The decision shall be rendered in writing within twenty days following the conclusion of the hearing, and shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

5. Disclosure of Personally Identifiable Information from Education Records. Northern Arizona University shall not permit the disclosure of information from education records or personally identifiable information contained

therein other than directory information of students without the written consent of the student to any individual, agency or organization other than the following:

To other school officials, including teachers with the university who have been determined by the University to have legitimate education interest.;

To officials of other schools or school systems in which the student seeks or intends to enroll or where the student is enrolled in or receives services from the other institution;

To authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, the U.S. Commissioner of Education, the Director of the National Institute of Education, The Assistant Secretary for Education, or Arizona State educational authorities;

In connection with a student's application for, or receipt of, financial aid, provided that such disclosure is necessary to determine eligibility, amount, conditions or enforcement of terms or conditions of the financial aid;

To state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.

To organizations conducting studies for, or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student financial aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

To accrediting organizations in order to carry out their accrediting functions;

To parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, provided that such dependent status is required to be affirmed in affidavit form submitted by said parents; or

To comply with a judicial order, or lawfully issued subpoena, upon condition that the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith.

To authorized agents, vendors, or contractors of the University who have agreed to abide by the provisions of FERPA regarding covered student data.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

6. Content of Consent– Copy. Where the consent of a student is required under this policy for the release of education records, it shall be in writing, be signed and dated by the person giving such consent, and shall include a specification of the records to be released, the reasons for such release, and the names of the parties to whom such records will be released. A copy of such released records shall be provided, upon request, to the student at his or her own expense.

7. Release of Information for Health or Safety Emergencies. Information from education records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other individuals. The factors which will be taken into account in determining whether records may be disclosed under this section include the following:

The seriousness of the threat to the health or safety of the student or other individuals;  
The need for the information to meet the emergency;  
Whether the persons to whom the information is disclosed are in a position to deal with the emergency; and  
The extent to which time is of the essence in dealing with the emergency.

8. Record of Disclosures. Northern Arizona University shall maintain a record, kept with the education record of each student, which will indicate all parties other than those specified in number 5, above, which have requested or obtained disclosure of information from a student's education record maintained by the university and which will indicate specifically the legitimate educational interest that each party has in obtaining this information. Such record shall be available only to the eligible student, to the school official and his or her assistants who are responsible for the custody of such records, and to persons or organizations authorized in and under the conditions of number 5, above, and as means of auditing the operation of the system.

9. Transfer of Information by Third Parties. Northern Arizona University will not release personally identifiable information on a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of the student concerned. Northern Arizona University will include, with any information released to a party under this section, a written statement which informs such party of the requirement set forth in this section. This last section is reprinted here just because the University has the requirement that the authorized third parties agree to abide by FERPA.

10. Directory Information. Students are hereby notified that the definition, "directory information," above, contains the categories of information which Northern Arizona University makes public with respect to each student attending the University. Students not desiring such information to be released concerning themselves can make the appropriate changes within the on-line LOUIE system. To change this type of information, please follow the following links in LOUIE: Home – Self Service> Student Center> FERPA Restrictions.

11. Annual Notification of Rights. Northern Arizona University shall give students notice of their rights pursuant to the Family Educational Rights and Privacy Act by annual publication in the Student Handbook. Additional copies of the policy are available in the Office of Student Life, the Office of the Registrar, and the Cline Library.

12. Complaints and Violations. Students are hereby notified that the department of Health, Education and Welfare has established an office and review board to investigate and adjudicate violations and complaints concerning the Family Educational Rights and Privacy Act of 1974, its amendments and the rules of the Department.

This office may be contacted at the following address:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605  
FERPA Web Site

## **RESPONSIBILITIES**

**Office of the Registrar**  
**Legal Affairs**

## **PROCEDURES**

"There are no procedures associated with this policy."]

## **RELATED INFORMATION**

## Forms or Tools

“There are no forms or tools associated with this policy.”

## Cross-References

“There are no cross-references associated with this policy.”

## Sources

[U.S. Department of Education Family Compliance Office \(FPCO\)](#)

## APPENDIX\*

DRAFT

- If you withdraw from a subscription, you may be eligible to receive a refund of the tuition you paid, depending on the date on which you withdraw. For information, see the Student and Departmental Account Services website at [NAU Tuition Refunds](#).

### ***Other Implications/Consequences***

Withdrawing from a subscription may also cause consequences for:

- International Students, especially those with F-1 or J-1 visas
- Students who live in Residence-Life-operated housing
  - You must be prepared to check out of campus housing within 24 hours after you withdraw.
  - Student Athletes
  - Other special populations

...so please speak with Residence Life, your advisor, coach, or a staff person.

### ***More Information***

If you have further questions regarding Term Withdrawal or Withdrawal from NAU, contact the Registrar's Office: 928-523-5490 or 928-523-5491.

**From:** Mohamed A. Mohamed mohamed.mohamed@nau.edu  
**Subject:** Grade Submission  
**Date:** October 9, 2019 at 10:14 PM  
**To:** Kyle Nathan Winfree Kyle.Winfree@nau.edu  
**Cc:** John P Masserini John.Masserini@nau.edu

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MM

Dear Kyle,

This is the original policy and the proposed one:

Existing:

NAU Instructors are required to submit mid-term grades for Fall and Spring 16-week, lower division (100–200) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

NAU Instructors are encouraged to submit mid-term grades for Fall and Spring 16-week, upper division (300–400) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

Notification to instructors regarding the time-period for entering the grades and other relevant information will be distributed by the Registrar's Office. Normally, a three-week time frame for entering the mid-term grades will be allowed

Proposed:

NAU Instructors are required to submit mid-term grades for Fall and Spring **only for** 16-week, lower division (100–200) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

NAU Instructors are encouraged to submit mid-term grades for Fall and Spring 16-week, upper division (300–400) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

Notification to instructors regarding the time-period for entering the grades and other relevant information will be distributed by the Registrar's Office. Normally, a three-week time frame for entering the mid-term grades will be allowed. **NAU Instructors will post final grades for all graded courses according to standard practice and information distributed by the Registrar's Office.**

Thank you!

Rosalicia and Mohamed

--

Mohamed A. Mohamed

Associate Professor, Sociology

Dept. of Sociology

Northern Arizona University

SBS, Room 336

Flagstaff, AZ 86011 USA

P.O. Box 15300

Phone: 928-523-1697