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PROCESS TO WITHDRAW FROM GRADUATE CLASSES AFTER POSTING OF GRADES FOR A SESSION OR TERM

The University Graduate Committee (UGC) oversees graduate education, including curriculum, policies and procedures, dissertations, and the setting and maintaining of appropriate academic standards.

The UGC Hearing Panel is appointed by the UGC Chairperson to hear and act upon requests from graduate students regarding waiver of any of the university policies.

Below is the process and procedures to be used by a graduate student requesting a waiver of a university academic policy.

1. The student must fill out the Petition to Drop after the Deadline form (including required signatures; <http://home.nau.edu/registrar/forms.asp>) and send it, along with an electronic statement and supporting documentation to the Associate Dean of the Graduate College, Dr. Evie.Garcia@nau.edu at least 7 days prior to the Review Committee date posted on the meeting calendar (see #2 below). Supporting documentation that is not electronic should be brought to the Graduate College, Ashurst Bldg 11, Room A107, faxed (928-523-8950) or mailed to Dr. Evie Garcia at P.O. Box 4125, Flagstaff, AZ 86011-4125.

The Statement must clearly describe the policy being appealed and why the appeal is being filed. The supporting documentation should include statements by relevant parties in support of the appeal or documents which verify circumstances cited in the appeal as reasons for the waiver.

2. The Hearing Panel of the UGC meets monthly during the academic year to review all appeals from graduate students. The meeting schedule may be found at: <http://home.nau.edu/gradcol/gradcommittee.asp>

The Committee evaluates each appeal based upon the written record provided. Personal appearances are not permitted.

3. The student is notified via email within five working days of the Committee's decision following the meeting.

Exception to Withdrawal after Posting of Grades for Session/term:

Students who have just been academically suspended from NAU who have proof which appears to articulate extenuating circumstances beyond the student's control (medical/psychological or family trauma) that seem to merit a retroactive withdrawal from the term immediately past, should contact the Office of the Registrar for withdrawal consideration.