Petition to Drop a Class After the Deadline

Office of the Registrar
PO Box 4103, Flagstaff, AZ 86011
Phone: 928-523-5490 - Fax: 928-523-1414
www.nau.edu/registrar

Petitions to drop a class after the published deadline are accepted for review when a student has extenuating circumstances that prevented them from dropping the class prior to the drop with a “W” deadline. Students must supply documentation supporting the student’s reason and obtain the below approvals. Once the student signs/dates this form, all other signatures/dates must be obtained within 2 weeks. Once approvals are secured, the Petition and documentation must be submitted immediately to the Registrar’s Office for processing. If petition is approved student will receive a grade of “W” in the course.

A LATE PROCESSING FEE OF $25.00 IS REQUIRED FOR EACH PETITION PROCESSED AFTER THE PUBLISHED DROP WITH A “W” DEADLINE. These fees are non-refundable.

Student Name_________________________________________________________ Student ID Number________________________
Student Email_________________________________________________________ Student Phone No.__________________________
☐ U/G Student ☐ Grad Student

Term (check one) ☐ Fall ☐ Winter ☐ Spring ☐ Summer (Session:_____________________ ) 20_______

Class Information: Course Title_________________________________________ Class Number_________________________
Course Prefix _____________     Number_________    # of Units ________       Lab Class Number_________________________

Student’s Signature____________________________________________________ Date (Required)________________________

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MOUNTAIN CAMPUS STUDENTS ONLY!
(All approvals must be obtained within two weeks and the form/documentation submitted for immediate processing.)

☐ Reviewed By (Required)                                             ☐ Approved ☐ Denied
Advisor Signature __________________________ Date (Required)________________________
Department Stamp_______________________________ Department Stamp __________________________
☐ Approved ☐ Denied

Department Chair (Academic Unit offering class) Date (Required) __________________________
Dean/ Designee’s (Academic Unit offering class) Date (Required) __________________________
Department Stamp_______________________________ Department Stamp __________________________

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EXTENDED CAMPUS STUDENTS ONLY!
(All approvals must be obtained within two weeks and the form/documentation submitted for immediate processing.)

☐ Approved ☐ Denied
Instructor Signature_________________________ Current Grade________ Date (Required)________________________

☐ Approved ☐ Denied
Area Coordinator Signature ___________________________ Date (Required)________________________

☐ Approved ☐ Denied
Dean’s/Designee’s Signature (Academic Unit offering class) __________________________
Date (Required)________________________

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PROCESSING OFFICE ONLY!
Processed By _______________________________ Date (Required)________________________
Documentation Requirements for Petition to Drop a Class After the Deadline

Documentation below MUST be provided with petition. Petitions without documentation as stated below will be denied.

- **MEDICAL ISSUE**
  - Medical Issues that merit a petition
    - Physical or psychological medical difficulty
    - Family medical difficulty

  **Required documentation for medical issue**
  A signed letter on official letterhead from your (or your family members) 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 the student from completing their course work and following normal university policies and procedures.

  **NOTE:** Dates in official letter from medical practitioner must be congruent with circumstances and timelines reported in your petition. File notes, medical receipts, or copies of prescriptions are not considered sufficient documentation. A formal signed letter on official letterhead with all details mentioned above is required.

- **PERSONAL ISSUE**
  - Personal Issues that merit a petition
    - Death of a Family Member
    - Legal issue (this does not include illegal activity that you were involved in)
    - Accident
    - Loss of employment due to forced layoff or military deployment

  **Required documentation for death of family member**
  A copy of death certificate, obituary, or memorial service program verifying date of death within the requested term

  **Required documentation requirements for personal issue (other than death of family member)**
  A signed 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 the student from completing their course work and following normal university policies and procedures.

  **NOTE:** Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition. A formal signed letter on official letterhead with all details mentioned above is required.

- **REQUIRED STUDENT LETTER FOR EITHER MEDICAL OR PERSONAL ISSUE**
  Provide a letter describing the reason(s) and justification for the term withdrawal request. Be specific.
  - describe extenuating circumstances (including dates congruent with circumstances and timelines in your petition)
  - steps you took to address the issue/problem at the time it occurred and name of person(s) contacted.

- **NON-ATTENDANCE (Zero class participation)**
  Non-attendance definitions
  - Non-attendance for an online course is defined as a student never having logged in to the class.
  - Non-attendance for an in person course is defined as a student never having attended a single class or participating in any way (i.e. no record of turning in an assignment, taking a quiz, etc.).
  - Non-attendance for a hybrid course is defined as a student never having logged in to the class, attending a single class or participating 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 the statement that the student never attended the course (as defined above)

- **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 will not be considered for petitions:
  - Academic difficulty (failing grades and/or desire to clean-up academic record)
  - Change in major
  - Change in career goals
  - Overcommitted (i.e. course load, student activities, employment) without additional circumstances beyond student’s control.
  - Financial issue