

# NORTHERN ARIZONA UNIVERSITY

## GUIDELINES FOR APPROVING PETITIONS

### Petitions to Add After the Deadline

#### **Acceptable Reasons:**

- Newly created class
- Cohort
- Personal Emergency (Example: Illness, family emergency)
- In the wrong class number (switching classes)
- NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly)

#### **Unacceptable Reasons:**

- Didn't have money at the time or did not pay fee on time
- Wanted to see if I'd like the class
- Simply attended class and waited until after the deadline to add
- Financial aid wasn't guaranteed yet (*Students are responsible for following up on their financial aid to ensure it will disburse on time*)
- Forgot to register or was not aware that the course was needed for graduation plan
- Did not have the class number or other information necessary to register

### Petitions to Drop or Withdraw After the Deadline (Current Session Only)

#### **Acceptable Reasons:**

- Illness or other personal emergency (documentation required)
- In the wrong class number (switching classes)
- NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly)

#### **Unacceptable Reasons:**

- I didn't like the class (Student should have dropped before the deadline)
- I found out I was getting a failing grade (Not a valid reason at NAU)
- I found out after the deadline that the class was too difficult (student should have dropped before the deadline)

**NOTE:** *Requests to drop a class or withdraw from a term after grades have posted will be handled by the Academic Standards Committee or the University Graduate Committee for undergraduate and graduate students respectively.*

**Undergraduate:** Instructions on how to file a petition with the Academic Standards Committee (<http://www2.nau.edu/academicadmin/downloads/PolProc.doc>).

**Graduate:** Instructions on how to file a petition with the University Graduate Committee (<http://home.nau.edu/gradcol/gradcommittee.asp>).

## **GUIDELINES FOR REQUESTING THE WAIVING OF LATE REGISTRATION/PETITION FEES**

### **Waiving registration and petition fees:**

#### **Acceptable Reasons:**

- NAU processing flow restrictions
- NAU Error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly)
- Financial Aid Disbursement Late (NAU error)
- Personal Emergency (Example: accident, hospital, family emergency)
- Class Created/Started After Deadline
- Cohort First Night Registration

#### **Unacceptable Reasons:**

- Student is not admitted prior to registration deadline
- Student did not clear "HOLDS" prior to registration deadline
- Student did not apply for or allow enough time for processing financial aid
- Student did not have a valid disbursement option
- Student error
- Lack of valid payment (ie; bad check, declined credit card)

If a department believes a late fee should be waived they should contact the Registrar's Office.