



EXTENDED CAMPUSES
Petition to Add a Class After the Deadline

The Petition to Add a Class after the Deadline is submitted for review when a student has extenuating circumstances that prevented the class from being added prior to the deadline. IF the petition is denied by the processing office, the original petition and tuition will be returned to you with appeal instructions. The complete petition package including supporting documentation must be submitted in a timely manner to address the situation as soon as possible.

Student Name Last First MI 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

In the space below, please provide an explanation of the extenuating circumstances outside of your control that prevented you from adding the class prior to the deadline. Attach an additional sheet if necessary. Documentation is required.

Three horizontal lines for providing an explanation of extenuating circumstances.

Student's Signature Date (Required)

(signatures may be obtained via email; attach printout of email containing explicit consent to this form)

Approved Denied Instructor's Signature Date (Required)

Reviewed By (Required) Area Coordinator's Signature Date (Required)

Approved Denied Dean's/Designee's Signature (Academic unit offering class) Date (Required)

Petition Fee Payment Information

After the add deadline a nonrefundable \$25 late add processing fee will be applied to your account in LOUIE. The late add processing fee for M16 week classes (examples include some web or internship classes) will increase to a one-time nonrefundable payment of \$100 for classes added after the published 21-day census date.

Fee Payment Methods

Log in to LOUIE finances at http://www4.nau.edu/louie/ and click "Make A Payment," or visit www.nau.edu/bursar for more payment methods. You may also attach a check or money order. Credit cards accepted are MasterCard, Discover, and American Express.

PROCESSING OFFICE ONLY! Approved Denied

Processed By Date (Required)