PETITION TO CHANGE TO A-PASS/FAIL AFTER THE DEADLINE

A class may be changed to A-Pass/Fail after the deadline and before final grade is issued providing the student’s advisor, instructor, department chair, and the dean approve this petition. The Department Chair must be from the Department where the class is offered and the Dean from the School/College where the class is offered. Click here for the A-Pass/Fail Policy. Once all approvals are secured, this form must be returned to the Registrar’s Office. A $25 non-refundable late processing fee will be posted to your LOUIE account.

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

*Please refer to the link above for complete policy information

Name ____________________________________________

Last First MI NAU ID Number

Term: [ ] Fall [ ] Spring [ ] Summer [ ] Winter Year: __________________________

I petition to change to A-Pass/Fail, after the deadline, the following class: (Only 1 class/lab per form)

Class # ____________________ Subject/Catalog # ____________________ Units ____________________

Class Title: ________________________________

In the space below, the student must provide specific reasons and documentation as to why this petition should be approved:

__________________________________________________________________________________

Student Signature __________________________ Date ______________________________

Each signature must have a department stamp if approved:

[ ] APPROVE [ ] DENY

Advisor Signature __________________________ Date ______________________________

Department Stamp: __________________________

[ ] APPROVE [ ] DENY

Department Chair Signature __________________________ Date ______________________________

Department Stamp: __________________________

[ ] APPROVE [ ] DENY

Instructor Signature __________________________ Date ______________________________

Department Stamp: __________________________

[ ] APPROVE [ ] DENY

Dean Signature __________________________ Date ______________________________

Department Stamp: __________________________

Processed by: __________________________ Date: __________________________