PETITION TO CHANGE CREDIT TO AUDIT AFTER THE DEADLINE

A class may be changed to audit 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. 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.

Name ______________________________________________ Last First MI NAU ID Number

Term: □ Fall □ Spring □ Summer □ Winter Year: __________________________

I petition to change to audit, after the deadline, the following class: (Only 1 class/lab per form)

Class # ___________________________ Subject/Catalog # ___________________________

Class Title _______________________________________________ Units ___________________________

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 □ APPROVE □ DENY

Advisor Signature ______________________ Date ______________

Department Stamp_______________________________________

Department Chair Signature ______________________ Date ______________

Department Stamp_______________________________________

□ APPROVE □ DENY □ APPROVE □ DENY

Instructor Signature ______________________ Date ______________

Department Stamp_______________________________________

Dean Signature ______________________ Date ______________

Department Stamp_______________________________________

Processed by: ______________________ Date: ______________

10/7/2010