

# STUDENT WITHDRAWAL FORM

NORTHERN ARIZONA UNIVERSITY, FLAGSTAFF, ARIZONA  
*PLEASE PRINT*

Term withdrawal requests must be filed no later than one year from the last day of the term being petitioned.

This form is not intended to withdraw you from the University; it simply gives us your permission to withdraw you from all sessions within the term that *you* specify. If submitting this form after the deadline to drop/ delete, you will receive a grade of a "W". If you submit this form after the last day to withdraw from the session, you must attach supporting documentation (documentation requirements are outlined on the following pages). Submitting this form and required documentation does not guarantee that your request will be approved. **Also, please remember that submitting this form does not guarantee you a tuition refund and may negatively affect your financial aid.**

1. Student Name: \_\_\_\_\_  
Last First MI
2. Student I.D. #: \_\_\_\_\_
3.  Undergraduate  Graduate
4. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
5. Term & Year Withdrawing From:  
Fall \_\_\_\_\_ Winter \_\_\_\_\_  
Spring \_\_\_\_\_ Summer \_\_\_\_\_
6. Phone Number: (\_\_\_\_\_) \_\_\_\_\_
7. Email address: \_\_\_\_\_@nau.edu
8. Reason for withdrawal (check one)  
 Medical Issue  Personal Issue  Non-Attendance  NAU Error

### Graduate Students:

If after the last day to withdraw from the session, please turn in all paperwork and supporting documentation to the Graduate College at [GradSuccess@nau.edu](mailto:GradSuccess@nau.edu).

### International Students:

As an F-1 or J-1 International student, I have met with an International Student Advisor, and understand that my withdrawal may result in the termination of my immigration status, subject to immigration regulations. I may be required to depart from the United States within 15 days following the authorized withdrawal date as indicated below, in which the international student advisor will enter the information in SEVIS.

Reviewed by International Advisor: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ALL Students Withdrawing After the Last Day to Withdraw From the Session:

- I have read the documentation requirements for requests submitted after the last day to withdraw from the session and attached the necessary paperwork.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_ Retro Withdrawal:  Yes  No

## Withdrawing From ALL Sessions within a Term

Withdrawal requests must be filed no later than one year from the last day of the term being petitioned.

Withdrawing from any given term (fall, winter, spring, or summer) at NAU means that you are reducing your course load to zero units for that specific term only. It **does not** denote an entire withdrawal from NAU. In most cases, students who withdraw from one term are eligible to enroll for the next term. **Not attending courses for which you are enrolled does not constitute an official withdrawal nor does it constitute an official drop. You are responsible for dropping/ withdrawing from your classes on your account.**

### Multiple sessions within a term:

- If you are enrolled into multiple sessions within a term, the deadlines may not be the same. Shorter session classes have prorated deadlines that may not be identical for each class you are enrolled in. The deadlines will vary based on each session length. Timelines (dates) for individual terms are published on the Registrar's Office website at [www.nau.edu/registrar/important-dates](http://www.nau.edu/registrar/important-dates).
- **If you fail to withdraw before the session deadline, you may receive a grade of F in some or all of your classes and forfeit any or all deposits.**

### Deadlines to drop withdraw include:

- **Prior to the term through the drop/delete deadline**
  - If you are enrolled and wish to withdraw prior to the term beginning through the drop/delete deadline, you can do so by logging into the LOUIE system and dropping each of your courses. No additional paperwork is required. A drop/delete is not recorded on your transcripts.
- **After the last day to drop/ delete but before the last day to withdraw from the session**
  - If you withdraw **after** the drop/delete deadline but before the last day to withdraw from the session, you will earn a grade of "W" where the grade is reported on your transcripts. **No additional documentation is required.**
- **After the last day to withdraw from the session**
  - After the last day to withdraw from the session deadline, the student **must** provide supporting documentation to substantiate the reason for withdrawing (documentation requirements outlined on the following page).
  - **Graduate students** need to submit their form and documentation to the Graduate College via email at [GradSuccess@nau.edu](mailto:GradSuccess@nau.edu).
    1. If after the last day to withdraw from the session, students are required to include the professor's signature or an email indicating whether the professor supports the petition and why/ why not- **no need for other approvals**. Please send the petition, along with an electronic statement and supporting documentation to the Associate Dean of the Graduate College at least seven days prior to the Review Subcommittee date posted on the meeting calendar (see #2 below). Supporting documentation that is not electronic should be brought to the Graduate College, Ashurst Building 11, Room A107, faxed (928-523-8950) or mailed to the attention of the Associate Dean of the Graduate College at P.O. Box 4125, Flagstaff, AZ 86011-4125.
      - The statement must clearly describe the policy being petitioned and why the petition is being filed. The supporting documentation should include statements by relevant parties in support of the petition and documents which verify circumstances cited in the petition as reasons for the waiver.
    2. The Review Subcommittee of the UGC meets monthly during the academic year to review all petitions from graduate students. The meeting schedule may be found at: <http://nau.edu/GradCol/UGC/Schedule>.
      - The Subcommittee evaluates each petition based upon the written record provided. Personal appearances are not permitted.

## Documentation Requirements to Withdraw After the Last Day to Withdraw from the Session

Term Withdrawal request must be filed no later than one year from the last day of the term being petitioned.

Documentation below MUST include: 1) a personal statement AND 2) a letter on letterhead addressing a documented medical issue, OR personal issue, OR non-attendance verification. Petitions without documentation as stated below will be denied.

### 1. PERSONAL STATEMENT

**Required for all petitions.** Along with the documentation below, provide a letter describing the 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.

### 2. MEDICAL ISSUE

**Medical issues that merit a petition:**

- Physical or psychological medical difficulty
- Family medical difficulty

**Required documentation:** A signed and dated letter on official letterhead from your (or your family member's) 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:** *A formal signed letter on official letterhead with all details mentioned above is required. 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.*

### 2. NAU Error

**Required documentation:** An email or memo on letterhead from the person/department owning the error must be attached to the form for consideration.

### 2. 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
- Military deployment

**Required documentation for death of family member:**

- In your personal statement, you must indicate your relationship to the decedent.
- A copy of death certificate, obituary, or memorial service program verifying date of death **within the requested term.**
- If the death occurred outside the term, you must also include an official letter as described below addressing how the death has affected your ability to be successful.

**Required documentation:** A signed and dated 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:** *A formal signed letter on official letterhead with all details mentioned above is required. Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition. Police reports, divorce decrees and legal paperwork are not considered sufficient documentation.*

### 2. NON-ATTENDANCE (Zero class participation)

**Non-attendance definitions:**

- Non-attendance for an online class is defined as a student **never** having logged into the class
- Non-attendance for an in person class is defined as a student **never** having attended a single class or having participated in any way (i.e. no record of turning in an assignment, taking a quiz, etc.)
- Non-attendance for a hybrid class is defined as a student **never** having; logged into the class, attended 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 class being petitioned- an email or memo on NAU letterhead from the instructor stating the following:

- Class, term, name of student, and the statement that the student never attended the class (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:

- Financial issue (**Students are responsible for securing payments and following up on their financial aid to ensure it will disburse on time**)
- 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

**Term withdrawal after the last day to withdraw from the session does not support selective course withdrawal within a term. An extenuating circumstance distressful enough to impact academic performance would affect all classes equally.**