



OFFICIAL STUDENT WITHDRAWAL FORM

NORTHERN ARIZONA UNIVERSITY, FLAGSTAFF, ARIZONA

PLEASE PRINT

This form is not intended to withdraw you from the University; it simply gives us your permission to withdraw you from your classes for the term that you specify. Per NAU policy, you will be withdrawn from all sessions within the specified term. If submitting this form after the deadline to drop, you will receive a grade of a "W". If you submit this form after the last day to officially withdrawal from the university, you must attach supporting documentation (documentation requirements are outlined on following pages). Also, please remember that submitting this form does not guarantee you a tuition refund and may affect your Financial Aid.

1. Student Name: Last First MI

2. Student I.D. #: _____

3. Term & Year Withdrawing From:

4. Forwarding Address: _____

Fall _____ Winter _____
Spring _____ Summer _____

5. Phone Number: (____) _____

6. Email address: _____@nau.edu

7. Reason for Withdrawal: _____

I have attached the required documentation (if applicable).

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

You can submit your form and any supporting documentation to the Registrar's Office in person; by faxing it to 928-523-1414; or by mailing it directly to the Registrar's Office, PO Box 4103, Flagstaff, AZ 86011-4103.

Student Signature: _____ Date: _____ Processed By (initials): _____ Date: _____

International Students:

As a F-1 or J-1 International student, I am 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.

International Advisor Signature: _____ Date: _____ Approved: [] Denied: []



WITHDRAWING FROM NAU

Withdrawing from any given term (fall, winter, spring, or summer) at NAU means reducing your course load to zero units only for that specific term. It **does not** necessarily denote an entire withdrawal from NAU. In most cases, students who withdraw from one term are eligible to enroll for the next term. Timelines (dates) for individual terms are published on the Enrollment Calendar at <http://www.nau.edu/registrar/>.

- **LOUIE ON-LINE SERVICE:**

If you are enrolled and wish to withdraw from the term **prior** to the drop with a “W” deadline, you can officially withdraw by dropping all your classes using the on-line LOUIE system and no additional paperwork is necessary.

- **MULTIPLE SESSIONS WITHIN A TERM:**

This form will withdraw you from all sessions within the specified term you are requesting to withdraw from. In dropping your course load to zero credits your financial aid may be affected.

- **AFTER DROP WITH “W” DEADLINE:**

If you withdraw **after** the drop with a “W” deadline through the last day to officially withdraw from the university you will need to complete the NAU Withdrawal form. To locate this form, select the FORMS link at <http://www.nau.edu/registrar/>. **No additional documentation is required** through the last day to officially withdraw from the university. You must submit your form to the Registrar’s Office in person, or fax it to (928)-523-1414, or mail to the Registrar’s Office at P.O. Box 4103, Flagstaff, AZ 86011-4103.

- **AFTER UNIVERSITY WITHDRAWAL DEADLINE:**

If you withdraw from the university **after** the last day to officially withdraw you will need to complete the NAU withdrawal form. To locate this form, select the FORMS link at <http://www.nau.edu/registrar/>. After the deadline to officially withdraw from the university, the **student must provide supporting documentation** to substantiate the reason for withdrawing after the deadline. (documentation requirements outlined on following page). You must submit your form and supporting documentation to the Registrar’s Office in person; fax it to (928)-523-1414; or mail to the Registrar’s Office at P.O. Box 4103, Flagstaff, AZ 86011-4103. If you have any questions, please call (928)-523-5490.

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

Note:

If you fail to officially withdraw, you may receive a grade of F in all of your classes and forfeit any or all deposits. Not attending courses for which you are enrolled does not constitute an official withdrawal nor does it constitute an official drop.

Documentation Requirements for Term Withdrawal After the Deadline

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

Documentation below **MUST** be provided with petition.
Petitions without documentation as stated below will be denied.

❖ **MEDICAL ISSUE** *

Medical Issues that merit a petition

- Physical or psychological medical difficulty
- Family medical difficulty

Required documentation for medical issue

A signed letter on official letterhead from your (or your family members) 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: *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. A formal signed letter on official letterhead with all details mentioned above is required.*

❖ **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 or military deployment

Required documentation for death of family member:

- a copy of death certificate, obituary, or memorial service program verifying date of death within the requested term

Required documentation requirements for personal issue (other than death of family member)

A signed 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: *Dates in official letter from appropriate official must be congruent with circumstances and timelines reported in your petition. A formal signed letter on official letterhead with all details mentioned above is required.*

***Additional Requirement for Medical or Personal Issue**

Along with the above documentation, 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.

❖ **NON-ATTENDANCE (Zero class participation)**

Non-attendance definitions

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

- Course, term, name of student, and the statement that the student never attended the course (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:

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

Term withdrawal after the last day to officially withdraw from the university does not typically support selective course withdrawal within a term. The belief is that an extenuating circumstance distressful enough to impact academic performance would affect all classes equally.