

Northern Arizona University

College of Engineering & Natural Sciences

We encourage rigorous enforcement of the University and College of Engineering & Natural Sciences' **Withdraw After the Deadline Policy**. The following is a statement of the policy and a clarification of what is required for a student to receive approval to withdraw from a class after the deadline. This policy will be in effect after the drop with a "W" deadline which occurs after the 8<sup>th</sup> week of a semester. See the current academic calendar for the exact date.

**The College of Engineering & Natural Sciences Policy for Approval of Petitions to Withdraw From a Class After the Deadline:**

The College will only allow a student to withdraw from class after the deadline for extraordinary, outstanding, or mitigating circumstances **beyond the control of the student**. The petition requires justification and approvals of the student's advisor, course instructor, the chair of the department offering the course, and Dean of the College (including stamps). The student must provide specific and verifiable reason(s) why the petition should be granted. The petitions are not automatically approved and may be denied at any signature level.

**The College policy requires that students must provide documentation for their mitigating circumstances. Without suitable documentation, the petition will not be approved!**

A poor or failing grade is not considered sufficient reason to recommend exception to the drop policy. In addition, the consequences of a poor grade (i.e.: loss of financial aid, suspension, loss of scholarship, etc...), changes in work hours, change of major, the level of difficulty of a class, or dropping a course to "increase" available time for other courses are not sufficient reasons to approve a withdraw from a class late in the semester.

**Please note**, even if the withdraw petition is approved; University policy requires that students pay a \$25 fee before having it processed.