NORTHERN ARIZONA UNIVERSITY

Petition for Undergraduate Excess Credit Hours Review

This petition may be filed with the Registrar's Office by undergraduate students who believe they have been incorrectly identified as having exceeded the credit hour threshold* as specified in the Excess Credit Hours Student Policy. Students who believe they have not earned more credit hours than the indicated threshold, and/or students who believe they qualify for one or more of the exemptions listed below, qualify for this credit hour review.

The undergraduate credit hour threshold will not apply to credits:

- Earned in the pursuit of two majors/degrees;
- Earned in the pursuit of up to two state regulated licensures and certificates;
- Earned in the pursuit of teaching certification;
- Transferred from a private institution of higher education;
- Transferred from an institution of higher education in another state;
- Earned at another institution of higher education if those credits are not accepted as transfer credits at NAU. (At NAU, transfer credits that are not accepted are not included in the cumulative earned hours.)
- Earned by students who enroll at NAU more than twenty-four months after the end of that student's previous enrollment at a public institution of higher education in Arizona.

* Credit Hour Thresholds have been defined by the Arizona Legislature as:
155 hours in Fall 2006/Spring 2007
150 hours in Fall 2007/Spring 2008
145 hours beginning Fall 2008

An approved petition applies to the current and future semesters but is not retroactive. Tuition/fees already paid for excess credit hours will not be refunded for prior semesters.

Student Name_____ Student ID Number_____
Last First MI
Student Email_____ Student Phone No._____

Current Term (check one) ☐Fall ☐Winter ☐Spring ☐Summer (Session: _____) 20_____

In the space below, please provide specific reasons why this petition should be approved (attach supporting documentation):

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_____
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_____
Student Signature

_____
Date

Submit this petition to:
OFFICE OF THE REGISTRAR
ASSOCIATE REGISTRAR
GAMMAGE BUILDING
PO BOX 4103
FLAGSTAFF, AZ 86011-4103

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PROCESSING OFFICE ONLY! ☐Approved ☐Denied
Processed By _____Date (Required)_____