

**Reinstatement after Academic Suspension is NOT automatic.** An appeal must be approved before a student can return to NAU. There are four situations in which a student can be reinstated.

**Option 1: Taking courses at another institution after suspension**

Student completes at least 12 transferable academic or developmental semester units (after the suspension) at another institution and earns a cumulative grade point average (GPA) of 2.5 or higher for all completed units in applicable term(s). Terms will be calculated by starting with the most recent and then including entire past terms till the 12 units are reached. While all courses in the term will be used for the GPA calculation, *please note that only grades of C or better transfer.* You may submit an appeal while your courses are still in progress, however grades for courses in progress must be posted or verified prior to the start of the term/session that the student intends to return. **It is strongly recommended that you work with your academic advisor prior to enrolling in the 12 units to see what courses are considered academic or developmental, what courses would be most beneficial to your program of study as well as how GPA and coursework will be calculated.** An unofficial transcript, grade report and/or class schedule will be used to verify the courses. Complete a Reinstatement Appeal Form and submit by the deadline.

**Option 2: Extenuating circumstances**

Student had extenuating circumstances beyond the student's control during the term(s) prior to suspension. The guidelines for extenuating circumstances are explained on the following page along with the **required documentation** to verify the extenuating circumstances as well as resolution as to how it will no longer impair academic performance. Students have up to **two years** from the last day of the term of suspension to use this option. Complete a Reinstatement Appeal Form and submit by the deadline.

**Option 3: Academic Renewal**

Student has been absent from NAU for at least 36 months (3 years) and has submitted an Application for Readmission. Student will be required to do an Academic Renewal Form for one or more terms. Academic renewal will remove grades of D and F for up to four terms from your cumulative GPA calculation. If academic renewal will bring your cumulative GPA above a 2.0, then you will be reinstated. Complete a Reinstatement Appeal Form and submit by the deadline. You will also need to submit to the Office of the Registrar an Application for Readmission and an Academic Renewal Form (signed by your academic advisor). *Please note AR may only be used once while an undergraduate at NAU.*

**Withdrawal from the term after the deadline**

As is the case with option 2, student had extenuating circumstances and can provide documentation, but in this option the student is making a request for term withdrawal. This is not technically a form of appeal but if approved will most likely move a student from suspended to probation or good standing. A term withdrawal will change all grades for a particular term into W's. The term withdrawal form is processed through the Student Records and Client Services Team of the Registrar's Office. See the Term Withdrawal and Reimbursement Petition at [nau.edu/registrar/forms-and-policies](http://nau.edu/registrar/forms-and-policies). Click on Enrollment and Petition Forms > Term Withdrawal Petition. **The Reinstatement Appeal Form is not required for this option since standing is changed when and if a withdrawal appeal is approved and processed.** This process and committee are separate from the UACC committee (denied term withdrawal appeals do not exclude students from using option 2 for reinstatement appeals).

**International Students: If you are an International Student** Contact CIE-International Student and Scholar Services ([iss@nau.edu](mailto:iss@nau.edu) / 928-523-1520) after filing your appeal to make an appointment with an international student advisor to discuss your situation and any required immigration process or term criteria for returning to Northern Arizona University. If your appeal is **approved** and your SEVIS record is currently at another school, you are also required to do the following:

1. Contact the DSO at the school holding your SEVIS record to request a "Transfer Out" to NAU
2. Follow instructions as provided by ISSS to request and receive your new I-20 from NAU. If you have any questions, please contact your international student advisor at [iss@nau.edu](mailto:iss@nau.edu).
3. Complete check-in at ISSS upon return to NAU
  - o Complete the Pre-Arrival/Check-in eForms at [nau.edu/inau](http://nau.edu/inau)
  - o Come to the ISSS Service Center with your passport or NAU ID to confirm your arrival in the US

**All students: What to do to file an appeal:**

Complete a Reinstatement Appeal Form (option 1, 2 or 3) or Term Withdrawal Form (filed with Registrar's office not with UACC)

- The appeal can be completed online ([in.nau.edu/registrar/reinstatement/](http://in.nau.edu/registrar/reinstatement/))
- Include required documentation. **Appeals submitted without the necessary documentation may not be considered or approved.**
  - o Option 1: unofficial transcript, grade report and/or class schedule
  - o Option 2: documentation of extenuating circumstances (as explained on guidelines)
  - o Option 3: Academic Renewal Form, Application for Readmission

**Deadline:**

All appeals must be **received** on or before the close of business for published deadline. **Late appeals will not be reviewed**

**July 11, 2022 For Fall 2022**

**December 5, 2022 For Spring 2023**

**April 3, 2023 For Summer 2023**

**July 17, 2023 For Fall 2023**

**December 4, 2023 For Spring 2024**

**April 1, 2024 For Summer 2024**

**All appeals and supporting documentation should be done through the online process. You will receive a page verifying your submission has been received and will be processed; keep a copy of this for verification.** However, if you are unable to submit online you can also email ([UACC@nau.edu](mailto:UACC@nau.edu)) or hand deliver your appeal to the Office of the Registrar. If not submitting online, documentation must be **received** by posted deadline.

**While in some circumstances students may hear earlier, all individuals will be notified or appeal outcomes within 3 weeks of the appeal deadline.**

If you've been gone from NAU for more than 3 consecutive fall/spring terms you will need to submit an Application for Readmission to University Admissions. The Application for Readmission is available on the Admissions website at <https://nau.edu/admission/readmission/>

**Financial Aid Information and Processes:**

Financial Aid Probation and Suspension: Satisfactory Academic Progress (SAP) issues and appeals are separate and will need to be handled through the Financial Aid office.

## Documentation Requirements for Option 2 (Extenuating Circumstances) on Reinstatement Appeal

Appeals using this option must be filed no later than two years from the last day of the term in which you were suspended.

Complete documentation below **MUST** be provided with appeal.

*Appeals without complete and appropriate documentation as stated below will most likely be denied.*

### ❖ **MEDICAL ISSUE**

#### **Medical Issues that merit an appeal**

- Physical or psychological medical difficulty
- Family medical difficulty

#### **REQUIRED STUDENT LETTER FOR EITHER MEDICAL OR PERSONAL ISSUE**

Provide a letter describing the reason(s) and justification for the term withdrawal request. Be specific.

- describe extenuating circumstances (including dates congruent with circumstances and timelines in your appeal)
- steps you took to address the issue/problem at the time it occurred, and name of any person(s) contacted
- how it prevented completing coursework and following normal university policies and procedures
- what has changed so that these issues will no longer affect academic performance
- include required documentation

#### **Required documentation for medical issue**

A signed and dated letter on official letterhead from your (or your family members) attending health care provider, counselor, or licensed practitioner, or clear and concise official documentation 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
- if possible - 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 appeal. File notes, medical receipts, or copies of prescriptions **are not** considered sufficient documentation. Clear and concise official documentation or a formal signed letter on official letterhead with all details mentioned above is required.*

### ❖ **PERSONAL ISSUE**

#### **Personal Issues that merit an appeal**

- 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 STUDENT LETTER FOR EITHER MEDICAL OR PERSONAL ISSUE**

Provide a letter describing the reason(s) and justification for the term withdrawal request. Be specific.

- describe extenuating circumstances (including dates congruent with circumstances and timelines in your appeal)
- steps you took to address the issue/problem at the time it occurred, and name of person(s) contacted.
- how it prevented completing coursework and following normal university policies and procedures
- what has changed so that these issues will no longer affect academic performance
- include required documentation

#### **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 or that aligns with timeline and rationale in student letter

**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, or clear and concise official documentation 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
- if possible - 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. Clear and concise official documentation or a formal signed letter on official letterhead with all details mentioned above is required.*

❖ **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 appeals:

- 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