



Filing a Reinstatement Appeal Procedures and Deadlines

The following information is provided to assist you in preparing an appeal for reinstatement.

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. Courses taken must be graded, not pass/fail. 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.

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. Students have up to **two years** from the last day of the term of suspension to use this option. Complete a Reinstatement Appeal Form.

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 up to four terms from your cumulative GPA calculation. Grades and credit for all courses that you took during those terms are excluded. If academic renewal will bring your cumulative GPA above a 2.0, then you will be reinstated. Complete a Reinstatement Appeal Form, an Application for Readmission and an Academic Renewal Form (signed by your academic advisor).

Option 4: 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. A term withdrawal will change all grades for a particular term into W's. **For a term withdrawal this process can occur no later than one year from the last day of the term being petitioned.** If approved, a term withdrawal is likely to move a student from suspended to probation or good standing. The term withdrawal form is processed through the Registrar's Office. See <http://home.nau.edu/registrar/forms.asp> . Click on withdrawal from NAU for more information. The Reinstatement Appeal Form is not required for this option.

What to do:

Complete a Reinstatement Appeal Form (option 1, 2 or 3) or Term Withdrawal Form (option 4)

- The appeal can be completed online and printed for delivery
- Include required documentation. **Appeals submitted without the necessary documentation will not be considered.**
 - Option 1: unofficial transcript, grade report and/or class schedule
 - Option 2: documentation of extenuating circumstances (as explained on guidelines)
 - Option 3: Academic Renewal Form, Application for Readmission
 - Option 4: documentation of extenuating circumstances (as explained on guidelines)
- Application for Readmission (if you've been gone from NAU for more than 3 consecutive fall/spring terms)

Deadline:

An appeal and all supporting documentation are to be sent to the Gateway Student Success Center or the Registrar's Office. It must be received on or before the close of business on the published deadline. Postmarks do not count. Late appeals will not be accepted.

November 28, 2011 for Spring 2012

November 26, 2012 for Spring 2013

March 26, 2012 for Summer 2012

March 25, 2013 for Summer 2013

July 9, 2012 for Fall 2012

July 8, 2013 for Fall 2013

Sending your appeal:

There is no online submission for reinstatement appeals. However, you can fax, hand deliver or mail your appeal. Only the US Postal Service delivers to PO Boxes. Carriers like FedEx and UPS need a physical address.

If you have been gone from NAU for three or fewer consecutive fall and spring terms, send the appeal to:

PO Box Information

Gateway Student Success Center
Academic Continuation Appeal
PO Box 4097
Flagstaff, AZ 86011- 4097

PH: 928-523-4772
FAX: 928-523-1117

Physical Address

Gateway Student Success Center
Academic Continuation Appeal
S Blome at University Drive
Building 43
Flagstaff, AZ 86011

If you have been gone from NAU for more than three consecutive fall and spring terms, send the appeal and application for readmission to:

PO Box Information

Office of the Registrar
PO Box 4103
Flagstaff, AZ 86011-4103

PH: 928-523-2109

Physical Address

Office of the Registrar
601 S Knoles Drive
Building 1, Room 108
Flagstaff, AZ 86011

The Application for Readmission is available on the Registrar's website on the "Forms" page

Documentation Requirements for Reinstatement Appeal

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

**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.*

❖ **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 petition)
- steps you took to address the issue/problem at the time it occurred and name of person(s) contacted.

❖ **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.