

May , 2009

Dear \_\_\_\_\_ ,

In accordance with Northern Arizona University's policy on academic standing, I regret to inform you that **you have been placed on academic probation.**

Any NAU student on probation is afforded a "second chance" and may still enroll in courses at NAU with the following two restrictions

1. **Course enrollment limited to 13 units-** consult with your advisor immediately to modify your enrollment for next term.
2. **Term GPA requirement of 2.0-** You will continue on probation until your *cumulative* GPA improves to a 2.0, but your *term* GPA must not drop below 2.0.

**Are you eligible for retroactive withdrawal?** A documented, severe, extenuating circumstance (such as prolonged illness, injury, or a death in the family) that negatively affected your academic performance, *may be eligible* for retroactive withdrawal. If you intend to enroll in the next term, your request for retroactive withdrawal from this term requires supplemental documentation and must be submitted to the Office of the Registrar (523-2109) before the beginning of the next term. If your request is approved, then your academic standing will revert to the prior term academic standing. *Retroactive withdrawal is not automatic and applies to all courses taken in the term.*

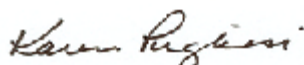
**Action Steps** The following action steps are critical to your success and continued enrollment at NAU. If your *term* GPA drops below a 2.0 while you are on probation, you will be academically suspended from the university.

1. **Schedule an appointment with your advisor** to discuss
  - a. modification of your enrollment
  - b. grade replacement of D's or F's (requires repeat of course at NAU)
  - c. appropriate academic resources and support
  - d. your academic and career goals
2. **Address personal issues that may be interfering with academic performance** by
  - a. reducing extra-curricular activities; rearranging priorities
  - b. reducing hours of employment
  - c. seeking other sources of support

The enclosed materials provide detailed information for improving academic success. Review the information before meeting with your advisor to develop a plan for achieving your academic goals.

Freshmen (not transitioned to department) and anyone with an undeclared major should contact the Gateway Student Success Center (928) 523-4772; all others contact your college's professional advising office. Your success is important; please begin your action steps today.

Cordially,



Karen Pugliesi,

Vice Provost for Academic Affairs

Enclosures (2)

***If you have a question regarding this letter, please do not contact the Vice Provost; contact the Chair for the Academic Continuation Committee Mikhael Star at (928) 523-5986 or Mikhael.Star@nau.edu.***