



# NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

**Policy Title:** Returning Student Policy

**Policy Number:** REG.1300.6

**Policy Owner:** Provost and Vice President for Academic Affairs

**Responsible Office:** Registrar's Office

**Revision Date:** 10/7/19

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## 1. Purpose and Scope

The purpose of the Returning Student Policy is to set guidelines for students who wish to return to North American University (NAU) withdrawal from the university for a period of time. This policy does not apply to students who were suspended or expelled due to academic or disciplinary reasons.

## 2. Policy

Students who have previously withdrawn or have been unofficially withdrawn and have not been enrolled at NAU for no more than two regular semesters after their withdrawal can apply for reenrollment to the university through the Registrar's Office. Students not enrolled at NAU for three or more semesters must apply for re-admission through the Admissions Office. Should a student be re-enrolled or re-admitted, appropriate departments will be notified of the student's return.

## 3. Procedures

### Re-enrollment

Students wishing to re-enroll must fill out a Re-Enrollment Form and pay the applicable fees from the Registrar's webpage. If the student has attended any college or university after his/her last enrollment at North American University, the student should submit official transcripts from each previously attended institution.

The application for re-enrollment must be approved by the Registrar in order for a student to re-enroll at the University. Students will be automatically re-enrolled if they fulfill all the following requirements:

- Student has no holds on their account.
- Undergraduate students left the university with a CGPA of 2.0 or higher. Graduate students left the university with a CGPA of 3.0 or higher.
- Student was not reprimanded before the NAU Disciplinary Committee.

Students who do not fulfill those requirements must have their files examined by the Registrar and the VP for Administrative Affairs for approval. Once a student is approved for re-enrollment, the appropriate departments shall be notified of the student's status.

### Re-admission

Students wishing to return to the university after the third full semester after their withdrawal must apply for re-admission to the Admissions Office.

### Handling of Re-enrollment Forms

All forms submitted by a student to the Registrar's Office are kept in both an electronic file and a physical file. These files are securely stored in the Records Office. As with all student documents, FERPA regulations apply.

**4. Who Should Read This Policy**

Students  
Admissions Office  
Business Office  
Financial Aid Office  
International Student Office  
Department Chairs

**5. Related Documents and References**

Academic Catalog  
[Re-Enrollment Form](#)

**6. History**