



Policy Title: Returning Student Policy

Policy Number: REG.107

Policy Owner: VP for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 9/19/2017

1. Purpose and Scope

The purpose of the policy is to set the guidelines for students who wish to return to NAU after a withdrawal from the university. 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Students who have previously withdrawn or have been unofficially withdrawn and have not been enrolled at NAU for no more than two regular semesters after their withdrawal can apply for reenrollment to the university. 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 to the Business Office. 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 and the Dean of Enrollment 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 before 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 Registrar's Office Records Room. 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



Re-Enrollment Application Form

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. Students not enrolled at NAU for three or more semesters must apply for readmission through the Admissions Office. Suspended students must submit an appeal to the SAP Appeals Committee requesting re-instatement.

Student Name:		Student ID:	
Date of Birth:		Email address:	
Permanent Address:			
Home Phone:		Work Phone:	Cell Phone:
Last Term Attended	Re-Enrollment Term	Enrollment Plan (full time, etc)	Major

If you have attended any college or university after your last enrollment at North American University, please submit or have an official copy sent from each previously attended school to North American University, Office of the Registrar.

College/University (please list all colleges and universities attended since last enrollment)	Dates Attended

The information I present in this application is complete and accurate to the best of my knowledge. I understand that failure to complete any section of this re-enrollment application or failure to provide accurate information may affect my status at the university. I understand that re-enrollment is not guaranteed and that any fees associated with this application are non-refundable.

Student Signature	Date
VP for Administrative Affairs Signature	Date
Registrar Signature	Date