Most Common Academic Issues for Graduate Students

WITHDRAWING FROM A TERM?
- Registrar's Website: "Official Student Withdrawal Form"
- Collect Required Paperwork
- Before the last day of the session?
- Submit to the Registrar

WITHDRAWING FROM A COURSE?
- Registrar's Website: "Petition to Drop a Class After the Deadline"
- Collect Required Paperwork
- After last day to withdraw from session and/or end of term?
- Submit to the Graduate College

RECEIVED A LOW GRADE LETTER?
- Meet with Advisor/Major Professor
- Develop Academic Improvement Plan
- Receive Chair/Program Director Approval
- Submit to the Graduate College

NEED TO APPEAL A DECISION?
- Academic Appeals
- Grade Appeals
- Program dismissal or "non-grade related" issues
- Registrar's Website: "Grade Appeal Policy"
- Graduate College Website: "Academic Appeal Policy"
Most Common Academic Issues for Graduate Students

**Withdrawing from a Term**
1. Complete the “Official Student Withdrawal Form” on the Registrar’s website
2. Collect the required paperwork
3. When submitting the form and materials:
   a. Before the last day of the session – Submit to the Registrar
   b. After the last day of the session – Submit to the Graduate College

**Withdrawing from a Course**
1. Complete the “Petition to Drop a Class After the Deadline” form on the Registrar’s website
2. Collect the required paperwork
3. Submit the form and materials:
   a. After the “W” deadline but before the day to withdraw from a session – Submit to the Registrar
   b. After the last day to withdraw from session and/or the end of term – Submit to the Graduate College

**If your student received a Low Grade Hold Letter**
1. The student must meet with his/her Advisor or Major Professor.
2. The student and major professor/advisor must develop an Academic Improvement Plan.
3. The Chair/Program Director is required to approve and sign the plan.
4. The student will submit the Academic Improvement Plan and Approvals to the Graduate College.
5. Once the approved plan is received, the low grade hold will be lifted from the student’s account.

**Appealing Academic Decisions**

**Grade Appeals**
1. Review and follow the detailed “Grade Appeal Policy” on the Registrar’s website

**Program Dismissal or “non-grade related” issues**
1. Review the “Academic Appeals Policy” on the Graduate College’s website

**Additional Graduate College Resources for Graduate Coordinators and Faculty**
http://nau.edu/GradCol/Faculty-Resources
http://nau.edu/GradCol/Student-Resources/Policies