



Involuntary Withdrawal Notice of Appeal

Pursuant to Section H of Northern Arizona University's *Disruptive Behavior in an Instructional Setting* policy, a student who is involuntarily withdrawn from a course may, within two (2) business days, appeal the involuntary withdrawal decision by notifying the Office of the Provost. Use this form to submit your appeal.

Involuntary withdrawal appeals are investigated by two faculty members appointed by the Provost. One will come from the instructor's college and one must come from a different college. After meeting separately with you and your instructor, the appeal investigators will provide the Provost with a written recommendation as to whether your involuntary withdrawal should be upheld or overturned. You and the instructor may also submit a written statement for the Provost's consideration if you choose to do so.

A copy of the investigator recommendation and any statement submitted by the instructor will be provided to you. If you fail to meet with the appeal investigators as required in a timely fashion, you will be deemed to have abandoned your appeal and your involuntary withdrawal decision will become final.

The Provost will review the written record of your case to determine whether your involuntary withdrawal will be upheld or overturned. The Provost will document this decision in a letter that will be provided to you and your instructor. The Provost's decision in this matter is final. Tuition and fee refunds are not provided in cases of involuntary withdrawal.

Student Information

Student (print full name)	NAU ID number
NAU e-mail address	Telephone

Course Information

Course name (e.g., English Composition)	Course number (e.g., ENG 105)
Name of college operating the course	

I hereby invoke my right to appeal my involuntary withdrawal from the course identified above. I am aware that I must meet with the appeal investigators appointed to review my case in a timely fashion and that if I fail to do so, I will be deemed to have abandoned my appeal and my involuntary withdrawal will become final.

Student Signature

Date

For office use only

Date and time appeal notice submitted:

Was this notice of appeal submitted prior to the appeal deadline in this case? Yes No