



OFFICE OF THE REGISTRAR

**PETITION REQUEST FOR ACADEMIC RENEWAL**

Once approved by your advisor, this form must be returned to the Registrar’s Office for processing. Mail: PO Box 4103, Flagstaff AZ 86011. Fax: 928-523-1414. Email: [Registrar.Grades@nau.edu](mailto:Registrar.Grades@nau.edu)

Name \_\_\_\_\_  
Last First MI Student ID Number

You may request that up to four terms (Fall, Winter, Spring or Summer) be excluded from your cumulative GPA calculation. Grades and credits for courses in which you have earned a grade of D or F during these terms are excluded. Courses in which you have earned a grade of C or better within these terms will not be excluded and will be calculated into the GPA and total units completed, but will remain printed on your transcript with the following text printed under each omitted course: *Grading Basis: Academic Renewal – Credit & Grade Excluded*, however Federal Student Aid Regulations require that attempted credits and grades that were removed during the Academic Renewal process must still be included towards SAP conditions. If any of the disregarded courses are required for graduation, you will have to retake these courses.

I, the student, understand that a maximum of up to four terms (Fall, Winter, Spring, or Summer), where a grade of D or F was earned may be disregarded from my cumulative GPA calculation and earned hours if I:

- Have been away from NAU for a minimum of 36 consecutive months (3 Calendar Years)
- Have been readmitted to NAU, enrolled in classes and received a grade in at least one NAU class
- Am requesting Academic Renewal only once and only for my first NAU undergraduate degree
- Have not previously utilized Academic Renewal during my NAU academic career

According to the Academic Renewal Policy, I request that the Registrar’s Office disregard the following terms where a grade of D or F was earned (maximum of four terms):

Term:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

Term:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

Term:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

Term:  Fall  Spring  Summer  Winter Year: \_\_\_\_\_

Calculated GPA with terms renewed: \_\_\_\_\_ Verified by:  Advisor  Registrar

**\*Please note that you must be currently enrolled for an Academic Renewal to be processed.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_