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**Subject: Academic Re-Instatement Policy**

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## **1. Purpose**

The purpose of this policy is to explain the processes suspended and dismissed students must adhere to in order to be considered for re-instatement in the School of Integrative Health at the University.

## **2. Policy**

### **2.1 Academically Suspended Students**

A student who is placed on academic suspension has two trimesters from the date of their academic suspension to submit the Academic Reinstatement Petition Form to [muih-reinstatement@muih.ndm.edu](mailto:muih-reinstatement@muih.ndm.edu). The student's appeal will be reviewed by an Academic Standing Review Committee. A student approved for re-instatement from suspension will be placed on academic probation and must follow the probationary guidelines. See the [Academic Standing Policy](#) for further details.

Suspended students who miss the deadline to appeal and seek re-instatement from suspension must re-apply for admission. In addition to the admissions application, the student must submit an [Academic Re-Instatement Petition Form](#) to [muih-reinstatement@muih.ndm.edu](mailto:muih-reinstatement@muih.ndm.edu).

### **2.2 Academically Dismissed Students**

A student, who has been academically dismissed from one program and is attempting to be re-instated in the same program or a new program, must wait at least two full trimesters before re-applying for admission. For example, a student dismissed during or at the end of the fall trimester, could not reapply to start any program commencing in either the spring or summer trimesters of the following year. In addition to the application for admission, the student must submit an [Academic Re-Instatement Petition Form](#) to [muih-reinstatement@muih.ndm.edu](mailto:muih-reinstatement@muih.ndm.edu).

### **2.3 Withdrawn Students**

Withdrawn students who left the university while on academic probation will be re-instated under the same probationary status if re-enrolling in the same program. A student who withdrew from the university or was administratively withdrawn by the university should re-apply for admission by filling out the admissions application or e-mailing [muih-admissions@muih.ndm.edu](mailto:muih-admissions@muih.ndm.edu) for instructions.

## **2.4 Financial Holds**

Any student applying for re-instatement who has a financial hold will need to either pay their outstanding balance to have the hold released or have a plan approved by the Finance Office for paying the outstanding balance and any new costs. The Finance Office will inform the Admissions Office once the student's financial hold has been cleared or a plan has been approved.

## **3. Procedures**

### **3.1 Academic Standing Review Committee**

Current and former students who were academically suspended or dismissed will have their reinstatement materials reviewed by the Academic Standing Review committee. The committee is chaired by the Dean of Academic Affairs, and includes representatives from Academic and Student Affairs. Representatives from finance, financial aid, and admissions may also be included.

The committee will discuss the factors influencing reinstatement and formulate a decision. This decision is final for suspended students who submit their academic appeal within the two-trimester timeframe described above. For students who have to reapply to the program, the committee makes a recommendation as part of the re-admission process. The relevant department chair makes the final admission decision.

## **4. Approval and Revisions**

Approved by Dean, School of Integrative Health, Christina Sax, PhD (August 2025).  
Conversion of policy from Maryland University of Integrative Health