



NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

Policy Title: Withdrawal and Termination Policy

Policy Number: REG.1300.4

Policy Owner: Provost and Vice President for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 10/7/19

1. Purpose and Scope

The purpose of the Withdrawal and Termination Policy is to maintain accurate student records; to ensure that students who are listed in the system in an active status are currently attending the school; to encourage students to complete all required paperwork; and to keep all affected offices apprised of changes in a student's enrollment status.

2. Policy

Students who no longer attend the North American University (NAU), and are not documented as being on a leave of absence, and have not graduated or completed must be withdrawn from the University. Students have not been enrolled in NAU for two regular semesters after their withdrawal can apply for reenrollment to the university through the Registrar's Office. Students not enrolled at NAU for three or more semesters must apply for readmission through the Admissions Office.

North American University reserves the right to terminate enrollment of any student if, in the opinion of the North American University, further association is not in the best interest of the student or the University. Administrative termination can occur for reasons including, but not limited to, the following: the student code of conduct policy, attendance policy, satisfactory academic progress policy, or due to failure to complete remedial classes within the prescribed timeframe or non-observance of other student regulations.

Students who are terminated or withdraw from NAU may be entitled to a refund of tuition in accordance with the refund policy, or may owe funds to the university to cover unpaid tuition. Students are responsible for officially dropping courses to be eligible for a refund. Nonpayment for classes for which a student is registered or non-attendance in a registered class does not release the student from financial obligation. The university may attempt to collect any funds from a student that the university was required to return to the financial aid programs and/or funds received from a third-party.

Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. Failure to complete a withdrawal form will result in the recording of the grade of "F" for all courses at the end of the term. Administrative withdrawals are executed when a student appears to no longer be active within the school and fails to submit an official withdrawal form. Students who are administratively withdrawn for non-attendance are not entitled to a refund of tuition or fees.

3. Procedures

Official Withdrawal

When a student notifies the school of his or her intent to withdraw from the University by filling out an official withdrawal form, he or she is eligible for an official withdrawal. A student who wishes to drop all courses in a semester is considered as withdrawing from the University and must fill out the official withdrawal form. The student must fill out all applicable fields in the Official Withdrawal form and indicate why he or she is leaving the school, whether he or she plan to return to school, etc. The student must sign the form and submit it to the Registrar's Office either in person or via e-mail. The deadline for withdrawing with or without a grade of 'W' for all registered courses is specified in the Academic Calendar. Students cannot withdraw from the university after the last day to withdraw or drop a course with a "W" grade for the semester.

Unofficial Withdrawal

Unofficial withdrawals are determined when a student appears to no longer be active within the school but has failed to submit an Official Withdrawal Form. Unofficial withdrawals are most commonly documented shortly after the census dates.

Termination

The University reserves the right to terminate a student prior to completion of the program upon determination that a student is not complying with North American University's rules, such as the student code of conduct policy, attendance policy, satisfactory academic progress policy, or due to failure to complete remedial classes within the prescribed timeframe or non-observance of other student regulations.

Notifying Other Departments

When a student is withdrawn or terminated, the Business Office shall be notified by the Registrar's Office as soon as possible. Additionally, Financial Aid Office shall be notified regarding any withdrawn students who were eligible for federal student aid. Similarly, the International Student Office shall be notified when an international student has withdrawn.

Handling of Official Withdrawal Forms

All forms submitted by a student to the NAU Registrar's Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar's Office Records Room. As with all student related documents, FERPA regulations apply.

4. Who Should Read This Policy

- Students
- Department
- Chairs
- Advisors
- Financial Aid Office
- International Student
- Office Business Office
- Student Success Coordinator

5. Related Documents and References

- Academic Catalog
- [Official Withdrawal Form](#)

6. History