



NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

Policy Title: Leave of Absence Policy

Policy Number: REG.1300.8

Policy Owner: Provost and Vice President for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 10/7/19

1. Purpose and Scope

The Leave of Absence (LOA) policy and procedure describes the guidelines that must be adhered to for students wishing to take a temporary leave of absence from their program of study. A Leave of Absence is considered a formal process and the procedures below must be completed for the LOA to be granted. Should a student need to take an LOA, North American University is committed to ensuring all students can complete their program of study within the appropriate time allotted for completion.

2. Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance. An approved LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. If the LOA does not meet the conditions outlined in this policy, the student is considered to have ceased attendance and will be withdrawn from the university. North American University will further adhere to specific wording deemed appropriate by its accrediting body Accrediting Commission of Career Schools and Colleges (ACCSC) statement on LOA, "*a leave of absence period may not exceed 180 days within any 12-month period. A school may grant more than one leave of absence provided that the combined leaves of absence do not exceed 180 days within the 12-month period and that each leave of absence is properly requested by the student in accordance with this outlined policy*"

A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. The University may grant a LOA to a student who did not provide the request *prior* to the LOA due to unforeseen circumstances if the university documents the reason for its decision and collects the LOA Request form and supporting documentation from the student at a later date. The beginning date of the LOA would be determined by the school to be the date the student was unable to attend school because of the unforeseen circumstance.

For a LOA to be granted there must be reasonable expectation that the student will return from the leave. For the school to make such a determination the University must know the student's reason for requesting the leave. Students may request a LOA if there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include but are not limited to: personal, medical, military obligations, religious reasons, and jury duty. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. This 12-month period begins on the first day of the student's initial LOA.

Students who deem a LOA warranted are required to submit an LOA Request Form to their Department Chair. Failure to submit required documentation can result in students being withdrawn from the university. If a student is withdrawn from the university, they will be required to either re-enroll through the Registrar's Office or re-apply through the Admissions Office.

3. Procedures

- The student requesting an LOA must submit a completed signed and dated Leave of Absence Request Form, along with supporting documentation to the Department Chair *before* the start date of the leave.
- The student must get signatures from all required parties on the Leave of Absence Request Form before submitting it to the Department Chair.
- The Department Chair will review, approve or deny the Leave of Absence (LOA) request.
- If the LOA is approved, the Department Chair will forward the Leave of Absence Request Form and student's supporting documentation to the Registrar's Office.
- Registrar will process the (LOA) request.
- The Registrar will notify the student regarding the approval of the Leave of Absence (LOA) request and the expected LOA return date.
- If the LOA is approved, Registrar will inform the appropriate departments, Financial Aid, International Student Office and Bursar's Office via a contact manager activity.
- LOA documents will be kept on file in the student's academic file.
- If a student fails to return to the university at the expiration of their LOA, the student's status will be changed to drop, and the withdrawal date is the date the student began the LOA.

4. Who Should Read This Policy

Students
Financial Aid Office
International Student
Office Department
Chairs

5. Related Documents and References

[Leave of Absence Request Form](#)

6. History