



**Policy Title:** Leave of Absence Policy and Procedures

**Policy Number:** REG.900

**Policy Owner:** VP for Academic Affairs

**Responsible Office:** Registrar's Office

**Revision Date:** 08/17/18

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## 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does not meet the conditions outlined in this policy, the student is considered to have ceased attendance and will be withdrawn from the university.

A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. The University may grant an 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 an 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 an 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/dropped from the university. If a student is withdrawn/dropped from the university, they are required to re-submit admission paperwork for re-entry.

### **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.
- Department Chair will notify the student regarding the approval or denial of 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.
- 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.

#### **Who Should Read This Policy**

- Students
- Financial Aid Office
- International Student Office
- Department Chairs

### **4. Related Documents and References**

Leave of Absence Request Form

### **5. Contacts**

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## Leave of Absence Form

Student Name: <b>(Print)</b>		Student ID Number:	
Current Semester:		Telephone Number:	
Email Address:			
Mailing Address:			

### Leave of Absence Dates

What is the date you request your leave of absence to begin?	
What is the date you plan on returning from your leave of absence? (Must be at the beginning of a semester)	

### Reason Requesting Leave of Absence (please check those that apply)

<input type="checkbox"/> Health Reasons	<input type="checkbox"/> Military Service	<input type="checkbox"/> Other (Explain below)
<input type="checkbox"/> Personal Reasons	<input type="checkbox"/> Financial Issues	
<input type="checkbox"/> Jury Duty	<input type="checkbox"/> Religious Service	

#### Student Initials:

- Taking a leave of absence may affect your student account. See the Bursar's Office prior to submitting this form.
- If a student fails to return to the University by the date indicated above, their scholarship and federal student aid eligibility may be affected. See your Financial Aid Advisor prior to submitting this form.
- Requesting the Leave of Absence does not guarantee that it will be granted. Students will be notified via email if their leave has been approved or denied.
- Submit this completed form, with **all** the required signatures and supporting documents to your department chair for review.
- International students cannot take a LOA **and remain in the U.S.** unless they are on a medical reduced course load that has been previously approved by the International Student Office (ISO).

Student Signature	Date
Financial Aid Signature:	Date:
International Student Office: (For international students only)	Date:

### NAU Official Use Only

Department Chair Signature:	Department Chair Approve or Deny	
	Approved <input type="checkbox"/>	Deny <input type="checkbox"/>
Date Approved:	Date Denied:	Reason for Denial: