



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3430: Academic Leave for Students
Origination: 07-18-2018
Approved: 8/30/18
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Reviewed:
Last Updated:

Subject: Academic Leave for Students

1. PURPOSE

This policy statement establishes guidelines for granting academic leave to students enrolled in credit-bearing course(s) or programs of study as degree-seeking or non-degree seeking students at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in credit-bearing course(s) or programs of study at Northern Pennsylvania Regional College (NPRC).

3. REFERENCES

3.1 INDX-0010 Master Policy Index

3.2 NPRC-3215 Admission and Enrollment Standards and Guidelines

3.3 NPRC-3245 Assignment of Grades

3.4 NPRC-3415 Administrative Withdrawal

3.5 NPRC-8000 Financial Aid Eligibility and Verification

3.6 NPRC-8005 Standards of Progress for Financial Aid

3.7 NPRC-8015 Refund

3.8 Code of Federal Regulations, Title 34-Education, Section 668.22-Treatment of Title IV funds when a student withdraws, <https://www.gpo.gov/fdsys/pkg/CFR-2013-title34-vol3/xml/CFR-2013-title34-vol3-sec668-22.xml>

3.9 University of Arkansas for Medical Sciences, Leave of Absence Policy, <http://studentfinancialservices.uams.edu/awards-division/leave-of-absence/>

4. DEFINITIONS

- 4.1 Academic leave is a temporary release of a student from their obligation to participate in credit-bearing courses and programs of study provided by NPRC for a defined period.
- 4.2 An academic term includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the academic calendar.

5. POLICY

- 5.1 Academic leave may be granted to students who need to temporarily interrupt their education
 - 5.1.1 To participate in required military service training or deployment.
 - 5.1.2 To participate in a co-operative learning opportunity or internship with an entity not directly affiliated with the college.
 - 5.1.3 For a personal health-related reason, including, but not limited to, psychological reasons or severe illness.
 - 5.1.4 For family health-related reasons, including, but not limited to, sustained or acute illness of an immediate family member requiring the care or assistance of the student.
 - 5.1.5 For parental-leave reasons, including, but not limited to, the assumption of legal guardianship, adoption, or birth of a child or children.
 - 5.1.6 For personal reasons.
- 5.2 Academic leave requested for a student's current term of enrollment that does not result in administrative withdrawal
 - 5.2.1 May not be granted for courses, programs of study, or parts of academic terms of six weeks or less in duration.
 - 5.2.2 May not be granted for calendar dates within the last 2 weeks of an academic term or part of term.
 - 5.2.3 May be granted for a period as brief as 3 weeks and as lengthy as 6 weeks in duration.

- 5.2.4 If approved, must adhere to one of the following criteria for each course in which the student is enrolled:
 - 5.2.4.1 Result in the assignment of a grade of incomplete, I, and the resolution of the incomplete, I, per NPRC-3245: Assignment of Grades.
 - 5.2.4.2 Result in the resolution of all obligations outlined in the syllabus prior to the date by which grades must be submitted and the assignment of the grade corresponding to the student's achievement in the course or result in the assignment of a grade of F if the obligations are not resolved prior to the date by which grades must be submitted.
- 5.3 Academic leave requested for a student's current term of enrollment that results in administrative withdrawal
 - 5.3.1 May be granted for courses, programs of study, or parts of academic terms of six weeks or less in duration.
 - 5.3.2 May be granted for leave which commences after the last date for voluntary withdrawal during an academic term or part of term for course(s) for which the student is not granted a grade of incomplete, I.
 - 5.3.3 May be granted when the duration of the academic leave requested is greater than 6 weeks.
 - 5.3.4 Upon approval, shall be reported to the National Student Clearinghouse with the student's status as "not enrolled" with an effective date as of the date of administrative withdrawal as required by federal rules and regulations.
- 5.4 Academic leave requested for a student's future term(s) of enrollment
 - 5.4.1 May be granted for not more than one calendar year.
 - 5.4.2 Shall be reported to the National Student Clearinghouse with the student's status as "not enrolled" with an effective date as of the last day of the academic term in which the student was last enrolled.
 - 5.4.3 Shall result in the need to reapply for admission and enrollment in compliance with the terms of NPRC-3215: Admission and Enrollment Standards and Guidelines if the student does not return from academic leave at the appointed time.

- 5.5 Upon resuming enrollment in their program of study, students who return from academic leave at the appointed time shall be permitted to retain their catalog of entry as their catalog of record.
- 5.6 Academic leave may be granted only to students in good academic standing. Academic leave may not be granted to avoid consequences of poor academic performance.
- 5.7 Students who are recipients of Title IV grant or loan assistance are required to comply with all related requirements and regulations and must receive financial aid counseling concerning their financial aid status and possible financial consequences prior to the granting of approval for academic leave. Financial aid disbursements will not be issued to students during academic leave.
- 5.8 Students are eligible for a maximum of two instances of academic leave within any three-calendar-year period.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 A student who seeks approval for academic leave must submit a written request which includes the reason for the request, the expected duration for the request, whether the leave includes a request of the awarding of administrative withdrawal or grades of incomplete, and any applicable supporting documentation, to the Office of the Vice President of Academic and Student Services. Excluding dates which the college administrative center is closed, the submission date must be at least five days before the requested academic leave start date. The student must comply with any requests for additional information or documentation within 24 hours of the request. The Vice President of Academic and Student Affairs may waive compliance with this timeline in extreme circumstances.
- 6.2 Recipients of Title IV grants or loan assistance must submit proof of receipt of financial aid counseling concerning their financial aid status and possible financial consequences from the Office of Financial Aid. Proof may be submitted in electronic or hard copy form, must be signed by the student and a financial aid official, and must be submitted to the Office of the Vice President of Academic and Student Affairs prior to approval of a request for academic leave.
- 6.3 The Vice President of Academic and Student Affairs or designee shall communicate approval or denial of the request for academic leave to the student in writing via the student's college-assigned email account or by mail to the student's home address within five calendar days of receipt of the request.

- 6.4 A decision of denial of an academic leave request by the Vice President of Academic and Student Affairs may be appealed. A written request appealing the decision, along with all related documentation must be sent to the Office of the President by the student, either electronically or hard copy, within three calendar days of receipt of notice of denial. The President shall issue a written ruling to the student via the student's college-assigned email account or by mail to the student's home address upholding the denial or granting approval for the academic leave within three days of receipt excluding dates which the college administrative center is closed. The decision of the President shall be final.
- 6.5 All documentation concerning academic leave shall be forwarded to the Office of the Registrar and shall become part of the student's academic file.
- 6.6 The Vice President of Academic and Student Affairs or designee shall notify the instructors of course(s) in which the student is enrolled of approved academic leave.
- 6.7 The student is responsible for contacting the instructors of courses in which the student is enrolled upon return from academic leave. The student is responsible for working cooperatively with each instructor in compliance with the instructor's availability and the terms of the syllabus to ensure all course obligations and expectations are fulfilled prior to the date by which the course grade must be submitted. Failure to adhere to this guideline may negatively impact the student's grade(s).
- 6.8 Upon communication from the student who has returned from academic leave, the instructor(s) is/are responsible for providing the student with reasonable and timely responses and opportunities to fulfill the course obligations and expectations prior to the date by which the grade(s) must be submitted.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination