SON OP 40.645: Leave of Absence Policy

PURPOSE: The purpose of this policy is to provide a mechanism for students to request a Leave of Absence.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Associate Dean/Department Chairs of the Graduate Program by December 1 of even numbered years in collaboration with the MSN and DNP Councils. Final approval of the Graduate Program Manual is by the Dean.

1.0 Policy

Graduate students may request a leave of absence for one, two or three consecutive semesters. No more than three consecutive semesters, i.e. one year, may be taken during an LOA. Students who do not enroll in the semester following the declared expiration date of the leave of absence must seek readmission through the relevant councils, i.e., MSN, BSN-DNP, Post Master’s DNP.

2.0 Procedure

1. The student’s first step when anticipating a leave of absence is to discuss the option with his/her graduate program advisor (Program Director or Associate Dean/Department Chair).

2. Once a leave of absence is determined, the student is responsible for obtaining, completing and submitting the Leave of Absence Form to the graduate program advisor who will forward this to the Student Affairs Office. The forms, Leave of Absence Request Form and Return From Leave Form, are available under Forms on the Current Students homepage on the School of Nursing website.

3. When the student makes the decision to return from the leave of absence and enroll in courses, he/she must submit the Return From Leave Form. Failure to file a Return From Leave Form, will delay or prevent enrollment.

4. Students who do not enroll in the semester following the declared expiration date of the leave of absence or must seek readmission through the relevant council, i.e., MSN, BSN-DNP, or Post Master’s DNP Program Council.