



## POLICY TITLE: LEAVE OF ABSENCE IN THE UNDERGRADUATE NURSING PROGRAM

Date of Origin (if available): September 23, 2010

Date(s) of Revision: January 2011, February 2013, April 2014, June 2017

Faculty Sponsor(s): Eileen Gerrard- Gough, and Sherry Lee

Undergraduate Department Approval Date(s): January 13, 2014

**Policy:** This document delineates leave of absence procedures for the Johnson/Beth-El Undergraduate Nursing Program. Continued registration is a requirement for active status in the College of Nursing. If a student needs to interrupt her/his progression in school, the student may request a Leave of Absence for not more than one academic year (fall, spring, summer) provided s/he is in good academic standing and intends to return to the College of Nursing. Taking a leave of absence interrupts and delays progression and may change graduation dates. Upon return from a leave of absence, students will be designated as off-cycle students (see Off-Cycle Policy).

### Procedure:

1. Students with a leave of absence must follow the leave of absence procedure (see below).
  - a. Leave of Absence Procedure:
    - i. The student will notify the Nursing Advisor and the Option Coordinator of the need for leave of absence.
    - ii. The Nursing Advisor, program Option Coordinator or Chair of the Undergraduate Nursing Department may explain the policy to the student.
    - iii. The student will meet with the Nursing Advisor to review the policy and complete the leave of absence request form.
    - iv. The student will obtain required signatures of the Nursing Advisor and Option Coordinator on the leave of absence request form.
    - v. The Program Option Coordinator, in collaboration with the Nursing Advisor, will notify the student of the results/response to the request.
    - vi. The Nursing Department Program Assistant will make copies of the completed request form for the student, Option Coordinator and Chair of the Undergraduate Nursing Department. A copy will be placed in the student's file at the college.
    - vii. The student is responsible for returning the original request form to the Nursing Advisor.
    - viii. It is the responsibility of the student to request renewal/extension of the leave of absence each semester and notify the Option Coordinator and Nursing Advisor of the intended semester of return to the nursing program (this must be done 30 days prior to end of the semester). Failure to do so will result in administrative dismissal from the program and require reapplication to the nursing program.
    - ix. If the leave of absence is greater than one academic year, the student must reapply to the nursing program.
    - x. Professional requirements must be maintained and uploaded to My Clinical Exchange during the LOA period in order to be eligible for clinical placement.
    - xi. Students must meet technical standard requirements for progression in the nursing program at all times, including after the return from any leave of absence.
    - xii. Students must contact the Option Coordinator and Nursing Advisor 30 days before the end of the semester prior to return to confer and approve a plan for



returning to the program. Failure to do so will result in administrative dismissal from the program.

- xiii. It is the Johnson/Beth-El Department of Nursing's discretion as to where the student is placed for academic progression. Once a plan for returning to the nursing program has been created, the Option Coordinator and Nursing Advisor will confer and approve registration for the selected or identified courses. The student may be directed to repeat courses that have time-sensitive information (i.e. Pharmacology). Students may also be required to repeat other courses, complete a certified background check and drug screen test prior to returning to the nursing program. Failure to pass the drug screen or background check may result in denial of the students' return to the nursing program in accordance with the Background Check Policy.

**Rationale:** The leave of absence process and all repercussions related to taking a leave of absence must be fully understood as the decision will interrupt and delay progression in the nursing program.



## LEAVE OF ABSENCE REQUEST FORM

Student: \_\_\_\_\_ UCCS Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ UCCS Email: \_\_\_\_\_

Time of Leave (Semester(s) Absent and Projected Return): \_\_\_\_\_

Reason for

Request: \_\_\_\_\_

Leave of Absence Procedure:

1. The student will notify the Nursing Advisor and the Option Coordinator of the need for leave of absence.
2. The Nursing Advisor, program Option Coordinator or Chair of the Undergraduate Nursing Department may explain the policy to the student.
3. The student will meet with the Nursing Advisor to review the policy and complete the leave of absence request form.
4. The student will obtain required signatures of the Nursing Advisor and Option Coordinator on the leave of absence request form.
5. The Program Option Coordinator, in collaboration with the Nursing Advisor, will notify the student of the results/response to the request.
6. The Nursing Department Program Assistant will make copies of the completed request form for the student, Option Coordinator and Chair of the Undergraduate Nursing Department. A copy will be placed in the student's file at the college.
7. The student is responsible for returning the original request form to the Nursing Advisor.
8. It is the responsibility of the student to request renewal/extension of the leave of absence each semester and notify the Option Coordinator and Nursing Advisor of the intended semester of return to the nursing program (this must be done 30 days prior to end of the semester). Failure to do so will result in administrative dismissal from the program and require reapplication to the nursing program.
9. If the leave of absence is greater than one academic year, the student must reapply to the nursing program.
10. Professional requirements must be maintained and uploaded to My Clinical Exchange during the LOA period in order to be eligible for clinical placement.
11. Students must meet technical standard requirements and professional requirements for progression in the nursing program at all times, including after the return from any leave of absence.
12. Students must contact the Option Coordinator and Nursing Advisor 30 days before the end of the semester prior to return to confer and approve a plan for returning to the program. Failure to do so will result in administrative dismissal from the program.



13. It is the Johnson/Beth-El Department of Nursing's discretion as to where the student is placed for academic progression. Once a plan for returning to the nursing program has been created, the Option Coordinator and Nursing Advisor will confer and approve registration for the selected or identified courses. The student may be directed to repeat courses that have time-sensitive information (i.e. Pharmacology). Students may also be required to repeat other courses, complete a certified background check and drug screen test prior to returning to the nursing program. Failure to pass the drug screen or background check may result in denial of the students' return to the nursing program in accordance with the Background Check Policy.

Student's signature below indicates that they understand the leave of absence process and all repercussions related to taking a leave of absence. It is the student's responsibility to maintain communication with both the Nursing Advisor and the Option Coordinator.

---

Student Signature/Date

---

Advisor Signature/Date

---

Undergraduate Nursing Option Coordinator