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Owner Faculty Organization
Policy Area College of Nursing CNG
Applicability MVHS

Leave of Absence, CNG-100.48

PURPOSE

To outline the procedure for students who request a leave of absence (LOA) from the nursing program.

SCOPE

Students, Faculty, Administration, Student Health Nurse

REFERENCES

DEFINITIONS / ABBREVIATIONS

Short-term leave of absence: A period of absence from attending class and clinical (less than 2 weeks) or such time that the student is able to make up the clinical time, assignments/exams, lab, and simulation experiences missed prior to the end of the course.

Long-term leave of absence: A period of absence from the program greater than two weeks or a period of time where the student is unable to make up the clinical time, theory assignments/exams, lab, and simulation experiences prior to the end of the course. Due to the nature of the nursing program, a leave of absence is limited to a period of one year.

LOA: Leave of absence

PROCEDURE / DIRECTIVE

Short-term leave of absence:

A student may request a short-term leave of absence for medical reasons by contacting the course coordinator and presenting a note from their health care provider indicating the need for a short-term absence from the College.

The course coordinator will notify the Dean of Student and Faculty Development.

The course coordinator in conjunction with the Dean will work with the student to develop a plan which will enable the student to make up any exams, assignments, lab, simulation and clinical time.

The Student Health Nurse will be given the original healthcare provider note and a copy will be kept by the Dean.

Student must turn in the Medical Form (see attachment) completed by their health care provider indicating that the student is able to return to the College. Any restrictions and the period of time of the restrictions must be included. Restrictions that impede the student from providing safe delivery of nursing care to patients will prohibit the student's return. The Student Health Nurse will be given the original Medical Form and a copy will be kept by the Dean.

Upon return, the student will resume at the current point of the course.

The student will contact the faculty teaching the content missed for clarification of any concepts/information that the student would like reinforced.

Make-up exams and assignments will be administered as per the Exam Course Assignment Policy: Students (CNG-100.10).

Students who receive reasonable accommodations will continue to receive these accommodations.

Grades obtained on the assignments and make-up exams taken upon the student's return will stand as is. No repeated exams will be given. Students must be able to demonstrate clinical achievement as per the Clinical Evaluation and Course Syllabus.

Students who request reasonable accommodations for disabilities will resume the documented Services for Disability Services for Reasonable Accommodations policy (CNG-100.5).

Long-term leave of absence:

A student may request a long-term leave of absence of one year for medical, psychological, or military reasons by contacting the course coordinator, Dean of Student and Faculty Development and the Director of Finance and Enrollment.

Medical Reasons:

The student may request a LOA for medical reasons. Requests must be in writing using the Leave of Absence Request form (see attachment). The student must submit a note from their health care provider indicating the medical reason for the leave of absence and

submit the Leave of Absence Request Form. The Student Health Nurse will be given the original note and a copy will be kept by the Dean.

The student will be listed as being on a leave of absence and course grade will be recorded as per the Withdrawal Policy (CNG-100.49).

The student must contact the Admissions Office in writing at least four (4) months prior to start of semester they wish to resume nursing courses. A note from the student's health care provider must be included to indicate that the student is able to return to the nursing program. Any restrictions and the period of time of the restrictions must be included. Restrictions that impede the student from providing nursing care to patients will prohibit the student's return.

Upon return, the student will resume at the beginning of the level sequence (course) in which they started their medical LOA.

Students who request reasonable accommodations for disabilities must notify the Disability Services Coordinator to review documentation and discuss accommodations. See the Disability Services for Reasonable Accommodations Policy (CNG-100.5).

Military LOA:

The student may request a LOA due to military obligations. Requests must be in writing using the Leave of Absence Request form. Military orders indicating a call to duty must be submitted.

The student must contact the Admissions Office in writing at least four (4) months prior to start of semester they wish to resume nursing courses.

Upon return, the student will resume at the beginning of the level sequence (course) in which they started their LOA.

The student will be listed as being on a leave of absence and course grade will be recorded as per the Withdrawal Policy (CNG-100.49). If the student's return is greater than one year, please refer to the in the Admissions policy for readmission criteria (CNG-100-30).

Students who request reasonable accommodations for disabilities must notify the Disability Services Coordinator to review documentation and discuss accommodations. See the Disability Services for Reasonable Accommodations Policy (CNG-100.5).

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

Attachments

[Leave of Absence Request \(CNG-100.48\).pdf](#)

[Medical Form \(CNG-100.48\).pdf](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/26/2023

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