Policy Number: 228  
Policy Name: Leave of Absence (LOA) in Undergraduate Nursing Program  
Reviewed by: Nursing Faculty  
Last Review Date: 11/15/18

(To be used in conjunction with the UND Withdrawal Form if applicable)

1. Students who have successfully completed at least one semester in the Department of Nursing may request a Leave of Absence (LOA) for a maximum of 12 months. Students must first meet with their academic faculty advisor and complete the Application For Leave of Absence Form, which may be obtained from the Office of Student Services. The completed form is then submitted to the Undergraduate Department Chair for a decision. Academic Standing will be considered during the review process. The completed original form will be placed in the student file and a copy of the signed form will be given/mailed to the student.

2. Students who have been granted an LOA from the Department of Nursing under the provisions of this policy may re-enter according to the terms of their LOA, subject to available space in required courses at the time of re-entry on a first come/first serve basis according to date of final signature.

3. If a student does not plan to register for a particular semester, application for an LOA must be submitted by the “Last Day to Add a Full-Term Course”. If the need for an LOA occurs during the semester, the application should be made by the “Last Day to Drop a full-term Course or Withdraw from School” or at the same time nursing courses are dropped, whichever comes first.

3. Students are required to notify the Office of Student Services no later than four weeks prior to the start of classes if she/he will be returning in order to obtain a place in the appropriate class(es).

4. In unusual circumstances, students may petition for consideration of an extended LOA.

5. Students will be dismissed from the Undergraduate Nursing program if the following situations occur:
   - Student does not return to enroll in nursing courses at the time designated on the LOA form
   - Student who does not have an approved LOA who withdraws from all nursing courses and/or support courses in which they are currently enrolled;
   - Students who do not register in the next consecutive semester in which they would normally be enrolled

7. Students who have been dismissed under the provisions of this policy and wish to re-enter must submit an application for re-admission to the Department of Nursing. Such applications are subject to all required prerequisites and will be considered with the total applicant pool.

University policy permits readmission of students to the University of North Dakota. However, re-admission to the university does not guarantee re-admission to Nursing. If a student uses this LOA form from Nursing in conjunction with the University of North Dakota Withdrawal Form Nursing will abide by any restrictions regarding re-admission as established by the Office of Student Rights and Responsibilities.

Approved by Nursing Faculty 10/24/14; R 11/15/18