
Policy Number:	615
Policy Name:	Graduate Student Leave of Absence (LOA) Policy
Reviewed by:	Graduate Council
Last Review Date:	09/10/2021

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

Students **who have been admitted into a graduate nursing track/program and have successfully completed at least one semester of courses** in the College of Nursing and Professional Disciplines (CNPD) may request one Leave of Absence (LOA) during their program of study for a maximum of 12 months or to be determined per graduate track/program director.

Students must first meet with their track/program director and complete the **Graduate Readmission or Leave of Absence Form**, which may be obtained from the School of Graduate Studies website or the CNPD Office of Student Services. The completed form is then submitted to the graduate nursing chair. Academic standing, supporting documentation, clinical placement and course availability 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.

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

If a student does not plan to register for that 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.

Students are required to notify the graduate nursing chair at least 8 weeks prior to the start of classes if they will be returning in order to obtain a place in the appropriate class(es).

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

Students who do not return to graduate nursing courses at the time designated on the LOA form; students without a LOA who withdraw from all nursing courses and/or support courses in which they are currently enrolled; or students who do not register in the next consecutive semester in which they would normally be enrolled; may be dismissed from the CNPD Department of Nursing.

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

University policy permits readmission of students to the University of North Dakota. However, readmission to the University does not guarantee readmission to the CNPD Department of Nursing. If a student uses the LOA form from the CNPD Department of Nursing in conjunction with the University of North Dakota Withdrawal Form, the CNPD Department of Nursing will abide by any restrictions regarding readmission as established by the Dean of Students Office.

Approved by Graduate Council R 04/29/16; R 09/11/2020; **R 09/10/2021**
Approved by Nursing Faculty 04/29/16