READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 316

SUBJECT: Leave of Absence

Responsibility of: Student Progress/Development Committee
Revised: May, 2013 Reviewed: 2013

Purpose

To provide guidance to the student seeking a leave of absence (LOA) and returning from a LOA.

Qualifications

- A LOA may be requested for reasons including, but not limited to personal, financial, and/or medical reasons.

- A student who is not in good financial status is ineligible for a LOA until financial obligations are met or a payment plan has been established.

- The school reserves the right to require a student to pursue a LOA for health reasons if in the judgment of the Program Director or Curriculum Coordinator, the student's physical/mental health is not sufficient to meet academic and/or clinical commitments of the curriculum.

Procedure

1. The student submits a written request to the Curriculum Coordinator as soon as the need for a LOA is identified.

2. A student requesting a LOA for medical or psychological reasons must also submit written verification of the need for an LOA from their healthcare practitioner.

3. The Curriculum Coordinator is responsible for approval and/or denial of the LOA request.

4. The student receiving financial aid must consult with the Financial Aid officer for clarification of aid status.

5. If the request is made during the semester, the student must officially withdraw from his/her course(s) according to Withdraw Policy 317.

6. LOA may be granted for the remaining semester **or** up to one year but may not exceed 12 months from the first day of the LOA. The student must be enrolled in a minimum of one course prior to the expiration of the LOA.

7. A student who has been granted a LOA may be considered “withdrawn” from a financial aid standpoint and be required to begin payments for loans. (Students requesting an LOA are encouraged to consult with the Financial Aid office for further information regarding Title IV regulations, and the impact that the LOA will have on the student’s financial aid.)

8. Returning from LOA:

    a. Six weeks prior to a mutually agreed upon return date, the student must contact the Curriculum Coordinator. The student may be terminated from the nursing program if he/she fails to communicate with the Curriculum Coordinator.

    b. The student must submit a letter of clearance (i.e. no restrictions) from his/her healthcare provider prior to returning if the LOA was for medical or psychological reasons.

    c. The student must fulfill any requirements that the Program Director or Curriculum Coordinator requests before permission to return to school is granted.

Reading Hospital School of Health Sciences
Nursing Program
Request for Leave of Absence (LOA)

Date: _____

Name: _____ Student ID: _____

Faculty Advisor: _____

The above named student hereby requests a Leave of Absence.

On approval of the LOA, the above named student understands that he/she is required to:

1. officially withdraw from current course (s).
2. consult with the Financial Aid Officer regarding aid status.
3. contact the Curriculum Coordinator 6 weeks prior to the anticipated return date to the nursing program. Failure to contact the Curriculum Coordinator may result in termination from the nursing program.
4. submit a letter of clearance (i.e. no restrictions) from his/her healthcare provider prior to returning if the LOA is related to medical and/or psychological reasons.
5. fulfill any requirements that the Program Director or Curriculum Coordinator requests prior to returning. If the requirements are not fulfilled, the student may not resume study.

The Leave of Absence expires 12 months from the first day of absence. The student must be enrolled in a minimum of one course prior to the expiration of the LOA.

DATE APPROVED/DISAPPROVED (circle one):_____

Signature of Curriculum Coordinator: _____

Signature of Student: _____

Effective date of LOA (first day of absence): _____

Anticipated return date: _____

(Attach Curriculum Plan if possible)

Comments: