



Leave of Absence

Domain/Division:	Academic/Program Administration	Index	20-06.10
Responsible Unit:	Academic Affairs	Page:	1 of 3
		Attachments:	0
Authorized Approver:	Senior Associate Dean of Academic Affairs	Authorization Date:	09-04-87

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History:

Reviewed by Academic Affairs 10/02
 Reviewed & Revised by Admin Council subcommittee on Policy & Personnel 08/09/06
 Vetted by Faculty 09/06
 Reviewed by Academic Council Nov & Dec 2006
 Reviewed by SON Council subcommittee on Policy 02/06/2007
 Posted for faculty and staff comment 02/15/06
 Revisions effective 03/01/07
 Procedure changes effective 01/01/2008. Changes developed in conjunction with OAA and academic units.

POLICY STATEMENT:

After the successful completion of one term, a student may, under exceptional circumstances and with the approval of the Academic Advisor, Program Director, and Senior Associate Dean for Academic Affairs, interrupt their academic program with a Leave of Absence (LOA). A LOA will not be granted for longer than one year. If a student does not take a full year (four quarters) in a single LOA, the student may apply for another LOA for the remaining quarters at a later point in the program. Exceptions to this four quarter limit must be presented to the School of Nursing Academic Council for consideration and approval.

Time of return from a LOA is dependent on space available for clinical placements and/or on course availability in the student's program of study. Not returning from a LOA as planned will be grounds for administrative withdrawal from OHSU School of Nursing.

LOA allows a student to enroll for the term immediately after the expiration of the leave without reapplying to the university. While on leave a student is not considered enrolled and is not eligible for any campus privileges or services from the university. In most cases, time limit to completion of the degree is **not** changed by a leave of absence.

LOA's due to military service will be reviewed on a case-by-case basis for tuition refunds and *Time to Degree* implications. Tuition refunds in these cases are determined by the OHSU Registrar's office. *Time to Degree* implications are determined by the appropriate School of Nursing Admission and Progression Committees.

RATIONALE:

While there are established time frames for knowledge acquisition while in School of Nursing (SON) academic programs, the SON recognizes that Students may need to take a leave of absence from the

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University for academic, discipline, personal, or medical reasons.

DEFINITIONS:

Leave of Absence (LOA) is a period of approved absence by students from the program in which they are enrolled.

IMPLEMENTING PROCEDURES:

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Responsible Party: Student	Action: <ul style="list-style-type: none"> • Meets with Academic Advisor to discuss the LOA and plan to return to program. • Contact Financial Aid to discuss ramifications of LOA on any financial scholarships, loans, or grants. • Completes a Withdrawal or Leave of Absence (LOA) Form obtained from the OHSU Registrar’s webpage http://www.ohsu.edu/registrar/
Academic Advisor	<ul style="list-style-type: none"> • Approves or disapproves the requested LOA in consultation with the student • If supporting the LOA, signs form and forwards to Program Director for signature
Program Director	<ul style="list-style-type: none"> • Approves or disapproves the requested LOA • If supporting the LOA, sign form and forwards to the Senior Associate Dean for Academic Affairs
Senior Associate Dean for Academic Affairs	<ul style="list-style-type: none"> • Approves or disapproved the requested LOA. If not approved, returns unsigned LOA request to the Program Director with rationale. If the LOA is disapproved a letter of explanation is required to be sent to the student.. • If supporting the LOA, signs form and forwards the approved LOA to Office of Recruitment, Admission, and Progression (ORAP) for final processing
ORAP	<ul style="list-style-type: none"> • Sends the student a letter of approval, copy of signed LOA form along with information about return to clinical courses on a space-available basis, and dismissal criteria for failing to return from an LOA (20-04.13), and any other terms of the LOA. • Forwards approved LOA to the OHSU Registrar • Provides copy of approved LOA form and approval letter to Program Manager for inclusion in the student file • ORAP provides a quarterly LOA report to the appropriate Admission & Progression committee

RELATED REFERENCES (if applicable):

Time to Degree (20-06.06)

Progression Policy: Grade Requirements, Probation & Dismissal Criteria (20-04.13)

NOTES (if applicable):

Committee/Council Chair or Official Administrative Approval required for new policies Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Printed Name Judith G. Baggs, PhD, RN	

DEAN'S APPROVAL (required for new policies only): Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Saundra Theis, Interim Dean, PhD, RN	

PROVOST'S APPROVAL Original Signed Copies Stored in Office of Academic Affairs	
Signature	Date
Lesley M. Hallick, PhD	