Dear Ms./Mr. (insert student’s last name):

We have received your request to take a leave of absence from your current program and understand that you are experiencing significant circumstances that limit your ability to continue in the program at this time. We are granting you an official leave of absence from the (insert name of the program), beginning (insert term & year) with the expectation that you will return to the program (insert term & year).

Please review the following points regarding our leave of absence policy as it relates to you:

1. After the successful completion of one term, students may, under exceptional circumstances, be granted a leave of absence for up to a program total of four quarters.
2. While on leave, a student is no longer considered actively enrolled and may not be eligible for university services including financial aid.
3. Not returning from a leave of absence as approved will be grounds for administrative withdrawal from OHSU School of Nursing.
4. Per OHSU Background Checks Policy No. 03-10-011, students are required to have a background check completed within 180 days of matriculation. As students on an LOA are not considered active students, students returning after a leave of 180 days or longer will need to complete an additional background check prior to returning to the School of Nursing.
5. Program Directors/CADs insert any additional stipulations here as needed.
6. Identify any prior leaves and the total amount of time the student has been granted if applicable (i.e., if student took a previous LOA for one term and is being granted a second leave for an additional term).

Item numbers 7 through 9 may be applicable to the Undergraduate program only

7. Academic progression in the program is contingent upon the availability of clinical space at the time of return. Every effort will be made to secure clinical placements for students returning from a leave of absence. However, because clinical placements are limited, students may not be able to return in the anticipated term and/or to the campus previously attended.
8. For undergraduate students who interrupt their nursing program for an extended leave of absence, it is recommended that they continue to participate in a healthcare setting in some capacity.
9. Knowledge and clinical skills will need to be at the same level of the course that the student is returning to. It will be the student’s responsibility to maintain competency. Students will be assessed for clinical competency the term before progressing.
You will need to contact your Senior Program Associate, (insert name & email) by the first day of classes one term prior to the anticipated return date to discuss your plans for returning and completing your overall program of study on a space available basis.

Please feel free to contact me if you have any questions about your leave of absence.

Sincerely,

Program Director/Campus Associate Dean

Cc: Registrar’s Office
    Program Director/Campus Associate Dean
    Student Advisor
    Student File
    Dean or Senior Associate Dean for Student Affairs and Diversity