

Leave of Absence Policy

PURPOSE:

The purpose of this policy is to describe the process to apply for a Leave of Absence (LOA) for students of the NESA BN Programs.

DEFINITIONS:

Leave of Absence is an approved absence for a specified period from one of the NESA BN Programs.

POLICY SCOPE:

The Leave of Absence Policy applies to current NESA BN Programs students.

POLICY STATEMENT(S):

1. A program LOA can be a maximum of one year in length.
2. Program completion time limits are not extended based on the length of a LOA.
NESAs BN Programs students have up to a maximum of 7 years (7 years for BN students and 6 years for BN After Degree students) to complete their degree from the start time of their program.
3. No fees will be assessed to process a LOA or while a student is on the approved leave.
4. Students may not take courses at another institution while on an approved leave from the program.
5. Students do not have access to the University of Lethbridge or Lethbridge College resources while on an approved leave.
6. A student may be approved for more than one Leave of Absence with no requirement to return to the program between leaves. Program completion time limits still apply.

SPECIFICS OF THE POLICY:

1. Students will self-identify the need for a LOA.
2. Students will review the NESAs BN Programs Leave of Absence Policy and University of Lethbridge LOA Policy and meet with either the Program Chair (at LC) or Assistant Dean (at UL) to discuss suitability.
3. Following this, the student will meet with the NESAs BN Programs Academic Advisor (at UL) to discuss any potential implications, course planning, return of the Leave of Absence and to support processing the application through the Registrar's Office at the University of Lethbridge.

The University of Lethbridge Leave of Absence form will need to be completed with the Nursing Program Advisor (UL) regardless of attending Lethbridge College or the University of Lethbridge.

4. Students will submit the Application for Leave of Absence form in advance of the semester start date to allow adequate time for review and the decision to grant or deny the leave in advance of the Add/Drop term deadline.
5. Due to scheduling constraints student schedules upon return to the program are subject to change based on practice site availability and maximum capacities in lab and practice environments or course sequencing limitations.
6. If a student's plans change and they are not able to return to the program at the conclusion of their LOA they must notify the Nursing Program Advisor and will need to reapply for an extension of their leave (where approved) or the student may be required to exit and apply for readmission to the NESAs BN Programs when able to return. The LOA renewal or readmission is subject to meeting all program completion time limits.

RELATED POLICIES/ASSOCIATED GUIDELINES:

University of Lethbridge's LOA Policy:

<https://www.ulethbridge.ca/sites/ross/calendar/ug/topic.htm#t=Topics%2F%20Academic%20Regulations-Academic%20Regulations.htm%23XREF%20Leave%20of%20Absence>

University of Lethbridge Undergraduate Leave of Absence form: <https://www.ulethbridge.ca/ross/forms>

REFERENCES:

N/A

****NOTE: NESAs Policies exist within organizational frameworks of policy for Lethbridge College and the University of Lethbridge, and within agreements established with practice partner organizations. If and when NESAs policies are found to differ from such policies and agreements, it is important to note that such policies/agreements will take precedence over NESAs program policies.***

Revised By/Date:	Approved by/date: Policy Committee: April 2024 NESAs Joint: April 2024
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