

Guideline: Leave of Absence

PURPOSE:

The purpose of this guideline is to describe the process of applying for a Leave of Absence (LOA) for students in the Bachelor of Nursing (BN) Programs.

DEFINITIONS:

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

GUIDELINE SCOPE:

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

GUIDELINE 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. 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 approved leave from the program.
5. Students do not have access to the University of Lethbridge or Lethbridge Polytechnic resources while on approved leave.

SPECIFICS OF THE GUIDELINE:

1. The student will follow the Leave of Absence policy at the institution they are presently attending.
2. The student will meet with the BN Programs Academic Advisor (at University of Lethbridge) or the Program Chair (at Lethbridge Polytechnic) to discuss any potential implications, course planning, and return from the Leave of Absence.

3. 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.
4. If a student's plans change and they cannot return to the program at the conclusion of their LOA they must notify the Academic Advisor for Nursing and will need to reapply for readmission to the BN Programs when they are able to return. Readmission is subject to meeting all program completion time limits and current admission criteria.

RELATED POLICIES/ASSOCIATED GUIDELINES:

University of Lethbridge's LOA Policy:

https://www.ulethbridge.ca/sites/ross/calendar/ug/topic.htm#t=Topics%2FAcademic_Regulations-Academic_Regulations.htm%23XREF_Leave_of_Absence

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

Lethbridge Polytechnic Leave of Absence form: <https://lethpolytech.ca/departments/registrar-office/leave-absence>

REFERENCES:

N/A

For the most current policy information, always refer to the official NESA BN Program Guidelines and Forms Website: <https://www.ulethbridge.ca/healthsciences/policies>

Approved by/date: NESA Joint Faculty Council; May 11, 2026