

FACULTY OF HEALTH STUDIES

Subject:	Leave of Absence	Date:	June 14, 2005
Department:	Nursing/Psychiatric Nursing	Revised:	2008/2012/2015
Program:	Bachelor of Nursing/Bachelor of Science in Psychiatric Nursing	Approved at HS Faculty Council:	May 31, 2021

POLICY:

Students may request a Leave of Absence from the Bachelor of Nursing/Bachelor of Science in Psychiatric Nursing Program. The request must be in a written form and submitted to the Student Advisor of the respective program, who will forward the request to the Chair of the BN/BScPN Program.

The respective Department Chair will formally confirm the Leave of Absence through written notification to the student outlining the following conditions:

- 1) The BN/BScPN Program must be completed within eight years of the student's start date.
- 2) Students must apply for the remediation process four months in advance of the date they wish to resume studies in the BN/BScPN Program. Immunizations and CPR must be up to date in order to be eligible to register for courses.
- 3) Students who are granted a Leave of Absence have two years from the last date of attendance in the program to be reinstated. Students who request to return to the BN/BScPN Program more than two years after the last date of attendance must reapply to the BN/BScPN Program, Faculty of Health Studies.
- 4) Students returning to the Faculty of Health Studies, after an absence of one year or more from clinical courses must complete a mandatory demonstration of clinical competency as per the Extended Absence from Clinical Practice policy.
- 5) Students must obtain a Letter of Permission if they plan to attend any other university during the Leave of Absence period.