
FACULTY OF HEALTH STUDIES

Subject:	Leave of Absence	Date:	June 14, 2025
Department:	Nursing/Psychiatric Nursing	Revised:	2008/2012/2015/2024/2025
Program:	Bachelor of Nursing/Bachelor of Science in Psychiatric Nursing	Approved at HS Faculty Council:	February 26, 2024
		Approved at Senate:	May 13, 2025

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) Students enrolled in the BN/BScPN programs must complete program requirements within 6 years of admission to the second year of the BN/BScPN program as per the Degree Completion Time policy. Students may be granted a leave of absence; however, it may impede a student's ability to graduate within six years.
- 2) The student must submit, to the Student Advisor, a professional letter requesting to return to the program. The professional letter must be submitted four (4) months prior to returning to the program. Submission deadlines are May 1 (for Fall term), September 1 (for Winter term) and January 1 (for Spring/Summer term). The letter will be reviewed by the respective Department. Immunizations and CPR must be up to date in order to be eligible to register for courses.
- 3) Students returning to the Faculty of Health Studies, after a leave of absence will follow the Interruption to Program Progression policy in the Bachelor of Nursing program and the Extended Absence from Clinical Practice Policy in the Bachelor of Science in Psychiatric Nursing.
- 4) Students must obtain a Letter of Permission from Finance and Registration if they plan to attend any other university during the Leave of Absence period.