

**BRANDON UNIVERSITY  
FACULTY OF HEALTH STUDIES**

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<b>Subject:</b>	Leave of Absence	<b>Date:</b>	<b>November 29, 2010</b>
<b>Program:</b>	Master of Psychiatric Nursing	<b>Revised:</b>	<b>October 21, 2025</b>
		<b>Reviewed:</b>	<b>October 21, 2025</b>
		<b>Approved at FHS Faculty Council:</b>	<b>November 24, 2025</b>
		<b>Approved at Senate:</b>	<b>January 13, 2026</b>

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In extenuating circumstances, such as bereavement, care-giving responsibilities or medical requirements, students may request a leave of absence from the Master of Psychiatric Nursing (MPN) program. A written request must be submitted to the MPN Program Coordinator for consideration by the Health Studies Graduate Steering Committee.

If a request for a leave of absence has been granted, the student must adhere to the following conditions:

- 1) The program must be completed within six years of admission (not including the year(s) of the leave of absence). Students returning to the MPN program after a leave of absence will continue to adhere to the Program Progression policy.
- 2) The leave of absence can be granted for up to one year. The leave of absence will be reviewed annually. The leave may be extended once for a total of two years. Students requiring a longer leave of absence must reapply for admission.
- 3) Students who wish to take a course(s) at another post-secondary institution for transfer of credit to their degree program must obtain a Letter of Permission from the Registrar's Office.
- 4) Students on leave of absence are not required to submit an annual progress report.
- 5) The student must submit to the MPN Program Coordinator a professional letter notifying 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 Health Studies Graduate Steering Committee.