

FACULTY OF HEALTH STUDIES

Subject: Leave of Absence

Date: June 14, 2005

Department: Nursing/Psychiatric Nursing

Revised: 2008/2012/2015, 2024

Program: Bachelor of Nursing/Bachelor of Science
in Psychiatric Nursing

Approved at HS Faculty Council:
May 31, 2021/ February 26, 2024

Approved at Senate:
May 14, 2024

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.
- 4) Students must obtain a Letter of Permission if they plan to attend any other university during the Leave of Absence period.