



School of Nursing

Policy Area: Student Affairs	Subject: Leave from Studies
Title of Policy: Leave of Absence Policy	
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I. Policy Statement

A Dalhousie University nursing student may apply to take a leave of absence (LOA) to a maximum of 24 months over 1- 2 occurrences during their program of study.

II. Reason for Policy

The School of Nursing is committed to student learning and progression and recognizes that due to extenuating circumstances students may be required to take a Leave of Absence from their studies. At any time in their program of study a Dalhousie University nursing student can be away from the nursing program for a maximum of 24 months. Nursing courses have a 6-year life span and expire after this time. Therefore an approved Leave of Absence will only occur if nursing courses will not expire under the 6-year rule.

III. Departments or Areas Affected By This Policy

- School of Nursing Administration
- Dalhousie University Undergraduate Nursing Students
- Dalhousie University Registrar's Office

IV. Responsibilities for the Implementation of this Policy

- Associate and Assistant Directors/Yarmouth Site Administrator
- Academic Advisors
- Administrative Staff

V. Web Address For Faculty of Health Professions/School of Nursing Student Policies

[Student Policies](#)

VI. Related Resources and References

University Policies and Documents
School of Nursing Remedial Policy School of Nursing Re-Entry Policy
University Forms and Systems
LOA Request Form Return from Leave of Absence Form

VII. Responsibilities

1. Applying for a Leave of Absence

Students who apply for a Leave of Absence (LOA) from their program of study must complete the [School of Nursing Leave of Absence Request Form](#) and submit it to the Assistant Director, Undergraduate Studies. If possible, such applications should be made in advance of the term or year for which an LOA is being requested.

A Leave of Absence may be for 1 term to 2 calendar years in length. A student is eligible for a maximum of 2 such leaves, but the maximum total time on leave allowed during any student's undergraduate program of study is limited to 24 months. Following approval of the application for LOA, the Assistant Director, Undergraduate Studies will inform the following people of approval of the leave of absence:

- the student;
- Registrar's Office;
- the student's academic advisor;
- relevant School faculty and administrative staff, including Yarmouth Site Coordinator

The student applying for a Leave of Absence is responsible to formally withdraw from courses by the designated date. For example, if a student is requesting a Leave of Absence for winter term, and has previously registered for winter term courses, the student must follow the withdrawal process of dropping courses to ensure they ensure do not incur any financial costs.

The University considers that a student on a leave of absence is still considered to be in an academic program. A student on a Leave of Absence cannot take courses elsewhere on a Letter of Permission (courses cannot be taken elsewhere for transfer credit to Dalhousie University without a Letter of Permission).

2. Returning from a Leave of Absence

At least 2 months prior to returning to the program, the student granted the LOA must complete the Leave of Absence Return Form and submit to the Assistant Director, Undergraduate Studies in writing, of their intent to resume their studies.

A student may return to the program prior to the designated end of the LOA and must submit in writing to the Assistant Director, Undergraduate Studies their intent to return early from the LOA.

At the time the student returns to the program, the LOA is considered ended.

The School of Nursing will notify the Registrar's Office of the student's planned return date to the program. The Yarmouth Site Administrator is notified for Yarmouth students.

The student must initiate discussion with his/her academic advisor to discuss plans for resumption of courses.

A student returning from a leave of absence will be required to complete a theoretical and lab practice review in the Clinical Learning and Simulation Center (CLSC) under the Remedial ([Clinical Remediation Policy](#)) and Re-Entry Policies ([Re-Entry Policy](#)).

Students registered in the Dalhousie and Nunavut Artic College (NAC) collaborative program (NAC) will notify and work with the NAC Program Coordinator.