

# LEAVE OF ABSENCE AND DEFERRAL OF ADMISSION FOR PROFESSIONAL NURSING GRADUATE STUDENTS

UNIVERSITY OF NEBRASKA MEDICAL CENTER  
COLLEGE OF NURSING

## Leave of Absence and Deferral of Admission for Professional Graduate Nursing Students

Subsection: 5.3.7

Section 5.0 - Student Policies

Originating Date: March 2010

Responsible Reviewing Agency:  
Professional Graduate Nursing  
Affairs Committee

Revised: July 2012  
Revised: February 2015  
Revised: May 2016  
Revised: December 2020  
Revised: June 2021  
Revised: January 2025

Related Documents:  
UNMC Student Catalog

## Deferral of Admission

A student may defer admission for up to one calendar year from the date admitted. Requests must be received in writing and addressed to the Student Services Coordinator. The request must indicate to which semester the student would like to defer admission and include a detailed description of the rationale for requesting the deferral. The student is responsible for contacting the UNMC Office of Financial Aid to determine the financial consequences of deferring admission. After one calendar year of deferral, a student must withdraw and re-apply.

A student who has been granted a deferral is responsible for notifying the Student Services Coordinator of their intention to begin classes six weeks before the start of classes or as soon as possible.

Future enrollment is dependent upon available slots in the class or cohort. If no room is available in the class or cohort during the semester in which the student plans to enroll, an extension of the deferral past two semesters may be granted. Upon enrollment following a deferral of admission, the student will be subject to all rules and policies that pertain to the class the student is joining.

## Purpose

Establishes the criteria for leave of absence and deferral of admission.

## Scope

This policy applies to professional graduate students.

## Leave of Absence

Under exceptional circumstances, professional graduate nursing students may, under exceptional circumstances, be granted a leave of absence (LOA) from the College of Nursing (CON), as noted in the UNMC Student Catalog.

An LOA is defined as non-enrollment during a fall or spring semester or a withdrawal from all courses at any point during a semester.

The granting of any such LOA shall be solely within the discretion of the CON, based upon the merits of the request and evaluated on a case-by-case basis. The student who is considering a request for LOA must first discuss the request with his or her academic faculty advisor. In addition, if the student is receiving financial aid, the student must contact the UNMC Office of Financial Aid before formally requesting the LOA.

The following guidelines apply to all requests for LOA:

1. Student must request the LOA in writing.
2. Request should describe, in detail, the rationale for requesting LOA.
3. Request is to be addressed to the student's academic faculty advisor and the Student Services Coordinator.

Upon re-enrollment following an LOA, the student will be subject to all rules and policies applicable to the class the student is joining. Those rules and policies may differ from those applying to the class into which the student initially matriculated.