

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

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## UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

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

Subsection: 5.3.7

Section 5.0 - Student Policies

Originating Date: March 2010

Responsible Reviewing Agency:  
Professional Graduate Nursing  
Affairs Committee

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## LEAVE OF ABSENCE

Professional graduate nursing students may, under exceptional circumstances, be granted a Leave of Absence (LOA) from the College of Nursing, as noted in the UNMC Student Handbook.

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 College of Nursing, 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 regulations which pertain to the class he or she is joining. Those rules and regulations may differ from those applying to the class into which the student initially matriculated. In the case that the rules and regulations disadvantage the student from their original class, negotiation may ensue to adjust the course plan.

## 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's academic faculty advisor and/or 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 and their academic faculty advisor of the intention to begin classes six weeks prior to the start of classes or as soon as possible..

Future enrollment is dependent upon available slots in the class or cohort. In the event 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 regulations which pertain to the class he or she is joining. Those rules and regulations may differ from those applying to the class into which the student initially was accepted.