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Moravian University
Leave of Absence Policy (LOA)

To request a leave of absence, students must follow the following Moravian University procedures. Refer to the Moravian University student handbook at <https://www.moravian.edu/catalog/academic-regulations/leave-of-absence>

Procedures to leave specific to the Nursing Program include:

1. The student must submit the written request to the Associate Dean of the School of Nursing and Public Health or respective Director of the program in which they are enrolled, their nursing advisor, and the Student Development and Progression (SDP) committee members. The letter should contain the reasons for requesting the leave of absence and an estimate of its duration, usually not to exceed one year.
2. Students requesting a leave may not be on probation for academic or probationary reasons, must have resolved all financial obligations to Moravian University, and must have recently met requirements for all program progression requirements.
3. Approval for the LOA must be approved by the Associate Dean of the College of Nursing and the Associate Provost of the College of Health.

Procedures to return specific to the Nursing Program include:

1. The student must send an official written letter to the Associate Dean of the School of Nursing and Public Health or respective Director of the program in which they are enrolled, their nursing advisor, and the SDP committee members at least two months prior to the reinstatement desired date.
2. A final decision to allow the student to return must be approved by the Associate Dean of the College of Nursing and the Associate Provost of the Dean of Health. There is no reinstatement guarantee, which is based on a number of factors, one of which includes seat availability.
3. Re-entry into any nursing program is contingent upon meeting all programmatic policies for that cohort.