

## **GRADUATE NURSING LEAVE OF ABSENCE AND REINSTATEMENT**

### **Procedures to leave specific to the Nursing Program include:**

1. The student must submit the written request to the respective Program Director for the program in which they are enrolled. The written request 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 leave may not be on academic or disciplinary probation, must have resolved all financial obligations to Moravian University, and must have recently met all program progression requirements.
3. To request a leave of absence, students must follow the procedures outlined by Moravian University. Refer to the Moravian University Student Handbook: [Leave of Absence](#).
4. Once the leave of absence is approved, students will be connected with the SON's Student Experience Mentor (SEM) to arrange for the exit process and complete the required university documentation.

### **Procedures to return specific to the Nursing Program include:**

1. To be reinstated into the program, the student must submit an official written notification to the Program Director.
2. Students must obtain final approval from both the Program Director and the Associate Dean.
3. Once the reinstatement is approved, students will be connected with the SON's Student Experience Mentor (SEM) to arrange for the reinstatement process and complete the required university documentation.
4. *Students in graduate programs will be required to submit an online request form for official program reinstatement through the Office of the Provost and College Dean.*
5. Reinstatement is not guaranteed and depends on several factors, including seat availability, the student's ability to meet nursing competencies, and the length of time since enrollment.
6. NP students who are returning and are able to begin clinical coursework in the fall semester are required to submit their reinstatement request by May 1st.
7. Re-entry into any graduate nursing program is contingent upon compliance with all programmatic policies for the MSN, MSN NP, and DNP programs, as well as cohort requirements for MSN-NP students.

### **Student Records Documentation**

1. All records related to a student's leave of absence and reinstatement will be stored securely as password-protected digital files.
2. Access is restricted to authorized faculty and staff in accordance with university policy.