Objective:
The purpose of this policy is to provide guidance for students who are considering taking a leave of absence (LOA) or returning to the School of Nursing after a LOA and are preparing to resume the BSN program. Faculty assessment of a student’s level of knowledge and skills will determine adequate preparation for return. This policy builds upon and is an extension of the University policy.

Policy:
1. A student will not be granted more than two (2) consecutive semesters of LOA or a total of two semesters not consecutive from the BSN Program. If a student takes two (2) consecutive semesters of LOA, the following will apply:
   a. A student must take and pass the Kaplan/ATI Medical/Surgical exam from the last semester attended and meet the benchmark. If there are concerns about knowledge and skills from other previous courses such as peds/OB and psych, it is at the discretion of the faculty, undergraduate coordinator, and department chairperson to mandate additional testing or exams.
   b. After passing the required Kaplan/ATI exam(s), a student must take a refresher course based on the semester to which the student is returning. A refresher course typically consists of the student enrolling for two (2) credit hours of Z490. Students register and pay for two (2) credit hours at tuition rate, plus Nursing Program Fee for two (2) credit hours. The returning student is responsible for any costs incurred for any refresher course. This refresher course must occur prior to start of semester the student plans to return; refresher courses are offered only during Fall or Spring semesters.
   c. The two (2) hours of Z490 will allow the student to refresh the physical assessment skills covered in B245 and spend 2-3 clinical days in one of the following med/surg courses: B249, H354, H362, or S471. The student must successfully complete the accompanying dosage calculation exam for that clinical course.
   d. If a student fails to meet the Kaplan/ATI benchmark or fails the refresher course, he or she will meet with Undergraduate Coordinator and Department Chair who will develop a plan to resume study in the BSN Program. He or she will have only one opportunity to repeat Z490.

2. A student must request a LOA from the APG Committee by letter. A LOA has a one-semester term. If a student wants to request a second LOA, they must submit an additional letter to the APG committee. When a student is preparing to resume their program of study, they must contact an undergraduate advisor three months prior to the semester they wish to resume. Clinical and didactic assignments will be given on a space available basis. Students who take a LOA will hold an “out of sequence” status.
3. If space is not available and a student may not resume the program at that time, the extended absence will not count towards the maximum of the 2 semesters LOA (see #1). However, if the student is out of the program for more than 2 consecutive semesters, the return policy will be implemented.

Approved by CCNF Student Affairs 11/29/12
Approved by CCNF Executive Committee 12/10/12
Approved by all faculty via electronic vote 2/11/13