

Shawnee State University
Department of Nursing
BSN Program 2013-14 Handbook Addendum
Leave of Absence Policy

The Bachelor of Science Degree Nursing (BSN) curriculum is designed to be completed within three consecutive academic years. Once admitted, it is anticipated that the majority of students will progress through the curriculum as designed. Students in satisfactory academic standing, as defined in the BSN Nursing Handbook Grading Policy, who elect to interrupt the nursing sequence must complete a "Request for Leave of Absence" form available online or in Health Sciences Office 154 and University Absence Policy forms.

Once a student is ready to re-enter the nursing sequence, the request is initiated by the student using the department form "Request to Terminate Leave of Absence." After receiving the Department Chairperson's approval and signature, the form is submitted to the Department Secretary in Health Sciences Office 154.

A student may remain out of sequence for one year only (excluding summer sessions). BSN nursing courses are only offered one time per academic year. All students who remain out of sequence for more than one year must apply for readmission. See BSN Readmission policy.

Progression for all students will be based on space and faculty availability and according to the following priorities:

1. Students progressing satisfactorily according to the BSN plan of study.
2. Students progressing satisfactorily according to the BSN plan of study prior to taking a one year leave of absence.
3. Students who were dismissed from the nursing program for failure to maintain satisfactory academic progression and apply for readmission.