

Joseph F. McCloskey School of Nursing

700 Schuylkill Manor Road, Pottsville, PA 17901 | Phone 570-621-5035 | Fax 570-621-5066

Date: 8/2026	Leave of Absence #107	Pages: 1 of 2
Reviewed: 8/2026	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

To define the conditions under which an enrolled student may take an approved leave of absence (LOA) without being treated as withdrawn.

SCOPE

All students enrolled at the Joseph F. McCloskey School of Nursing (JFMSON).

POLICY

A student may request a leave of absence for documented medical, family, military, or other serious personal reasons. To qualify as an approved LOA under federal regulations, all of the following must be met:

- The student submits a written, signed, and dated request stating the reason before the leave begins. If unforeseen circumstances prevent advance request, the school may grant the LOA and document the reason, with the LOA start date set as the date the circumstances prevented attendance.
- The school approves the request and has a reasonable expectation that the student will return.
- The total of all leaves does not exceed 180 days in any 12-month period.
- The school does not assess additional institutional charges for the leave period, and no additional Title IV aid is disbursed during the leave.
- Upon return, the student must be permitted to complete the coursework they began before the leave at the point where they left, with no additional charge.

Before approving an LOA for a federal loan borrower, the school explains the effect of the leave on the loan grace period, in writing. A student who fails to return from an approved LOA is treated as withdrawn. For Return of Title IV purposes the withdrawal date is the date the LOA began, and the student's loan grace period may already be partly or fully used.

PROCEDURE

- The student submits the written LOA request to the Director of Nursing or designee.
- The Director of Nursing or designee approves or denies the request in writing, in consultation with the Financial Aid Office for any Title IV recipient.

- The Registrar records the LOA dates. The Financial Aid Office documents the loan grace period explanation for borrowers.
- The student confirms their return date. A student who does not return by the approved date is withdrawn under the Withdrawal Policy, and the Financial Aid Office performs any required Return of Title IV calculation.

REFERENCES

Return of Title IV Funds Policy #501. Admissions and Withdrawal Policy #100. 34 CFR 668.22(d).

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.