



Title: Leave of Absence or Permanent
 Resignation from the College

Policy
 No.: ADM 3.07

Date: 6/9/08
 Rev.: 7/6/11, 1/30/12, 8/1/13, 8/1/16,
 10/20/2016, 8/1/17, 8/1/18

Areas Affected: BSMCON Students

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POLICY STATEMENT:

A student is expected to remain continuously enrolled while pursuing their degree. Continuously enrolled is defined by course enrollment in Fall and Spring courses or on a leave of absence for one semester; however, a student may find it necessary to discontinue the pursuit of academic endeavors either for one semester or permanently for a variety of reasons. A student who takes a leave of absence for one semester is considered to be on a Standard Period of Non Enrollment (SPN). A leave of absence is called Standard Period of Non Enrollment (SPN) in the student information system.

PURPOSE:

The purpose is to describe the timeline and requirements for requesting and returning from a SPN, as well as identify the financial implications.

DEFINITIONS:

Standard Period of Non Enrollment (SPN): a leave of absence

Voluntary SPN – A leave of absence that is initiated by the student.

Involuntary SPN – A leave of absence that is initiated by the College.

Active Duty Military SPN – A leave of absence for any student placed on active duty for two weeks or more. The SPN may be initiated by either the student or the College to assist the student.

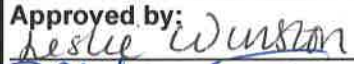

Permanent Resignation – This is a student initiated permanent resignation from the College indicating that the student has no intention of returning to the College. If the student decides to return at a later date, the student must apply for readmission.

PROCEDURES:

Voluntary SPN

- Voluntary SPN is granted only when the student is in good standing with the College. A student is in good standing if he/she is meeting Satisfactory Academic Progress (SAP). Refer to the Satisfactory Academic Progress Policy for specific information (ADM 2.06). To apply for a SPN, the student must submit the SPN form to the Registrar before the beginning of the semester. If a SPN is granted, the change in the student's status will be completed in the student information system by the Registrar.

Reference Policy # ADM 2.01

Approved by:


 Signature

Dean of Student Services
 Provost/VP
 Title

5/11/19
 5.14.18
 Date

Approval History:

Committees and Dates:

Director of Registration – 6/11; 1/12; 2/13/13; 3/24/16

Registrar – 10/20/2016, 4/17, 2/18

Policy Committee – 7/6/11; 1/30/12; 2/18/13; 4/18/16; 10/20/2016, 4/17/17, 2/18

Involuntary SPN

- The Administration of the College may place a student on Involuntary SPN if a student demonstrates behavior that is a concern to:
 - The physical well being of faculty, students, and/or staff
 - Campus safety, security, and/or property
 - Lack of communication or academic engagement

Active Duty Military SPN

- A student who is placed on active duty for two weeks or more will be placed on military SPN. Students must submit documentation/orders regarding the return to active duty to the Registrar. Students placed on active duty military SPN will receive a grade of "WA" (withdrawal administrative) and a full refund for all courses in which they are currently enrolled.
- When the student is ready to return from leave, he/she must contact the Registrar to arrange for re-entry.
- The student is eligible for reinstatement to the College without requalification for admission if:
 - The student provides a letter of intent to return to the institution no later than one (1) year after the completion of the period of service.
- Prior to reinstatement into the College of Nursing, the student must meet with the Program Coordinator to determine the impact of their absence, their ability to resume study, and placement into the program. If the student is required to repeat courses previously taken, there will be no tuition charged for those courses.

GUIDELINES FOR VOLUNTARY AND INVOLUNTARY SPN

- There must be a reasonable expectation that the student will return from the SPN in order for a SPN to be granted.
- While on SPN, the student may not enroll in any other College or University.
- A student on an approved SPN is considered affiliated with the College but on a one (1) semester leave of absence.
- If you do not contact the College after one (1) semester of SPN you will be dismissed effective the date the student began the SPN.
- If a student desires to extend a SPN, the student must request the extension. Any granted extension will not be for longer than a period of one year from the time the student originally began the SPN. The maximum length of time allowed for a SPN is two (2) consecutive semesters after which the student must reapply for admission.
- A student receiving financial aid must contact the Financial Aid Office prior to taking the SPN so the student may be advised of the impact of the SPN on their finances/loans/grace period.
- Students receiving financial aid are responsible for contacting any and all lenders regarding the impact of loan repayment. The grace period could be impacted by their enrollment status and this could affect the repayment of loans.
- Students may return from SPN at the beginning of a semester (defined as August and January). When the student is ready to return from the SPN he/she must contact the Registrar to arrange for re-entry. There is no guarantee that a seat will be available in the class in which the student wants to return.
- It is the responsibility of the student who is on SPN to meet with his/her advisor during the semester prior to returning to the program to develop a plan for their return.

Permanent Resignation

- A completed Request for Permanent Resignation from the College form must be submitted to the Office of the Registrar.
- When permanently resigning from the College, the student is not required to withdraw from general education courses taken at another college. However, the student must follow that institution's policy if course withdrawal is desired. The Registrar will notify Reynolds Community College (a consortium school) of the student status change.
- *College Initiated Permanent Resignation*: The College reserves the right to resign students from the College because of poor academic performance and unsatisfactory conduct. Examples include but are not limited to:
 - Academic failure
 - Failure to adhere to College policy
 - Failure to meet Essential Technical Standards (see NUR 1.02)

REFERENCES

<https://ifap.ed.gov/fsahandbook/attachments/1516FSAHbkVol5Ch1.pdf> - LOA pages 5-10 through 5-15 (federal regs)

<https://ifap.ed.gov/fsahandbook/attachments/1415FSAHbkVol2Ch3.pdf> - Provisions for US Armed Forces Members & Families – Pages 2-51 through 2-54

<http://www.bsmcon.edu/students/policies-0> BSMCON Policies

