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<b>SUBJECT:</b>	Leave of Absence/Withdrawal from College
<b>REVIEWED/REVISED:</b>	2/14/23
<b>PURPOSE:</b>	Defines Nebraska Methodist College's policy and procedures on leaves of absence and withdrawal from the College
<b>POLICY OWNER:</b>	Vice President, Academic Affairs

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**POLICY:**

Nebraska Methodist College recognizes there are events that can occur in a student's life that may create a need for a student to take a brief pause in their academic progression. Rather than having to withdraw from the College and their academic program during these occasions, a student may request a Leave of Absence (LOA) for up to three consecutive terms to attend to personal matters. All students are eligible to take an LOA.

A student who wishes to take an LOA or withdraw from college will contact their Academic Advisor to determine whether the LOA or withdraw from college is the appropriate choice for the student. If the student and Academic Advisor determine the LOA or withdraw from college is the best option, the Academic Advisor will submit the Leave of Absence or Withdraw from College form for the student through My Methodist for the Registrar to process.

Students working on an incomplete course will be placed on an LOA if they are not enrolled in other courses that semester.

A student returning from an approved LOA must submit an email of intent to return to the student's academic advisor no later than one month prior to the start of the semester in which they intend to return.

A student with existing holds on their record must have all holds resolved prior to registration. A student who does not take the necessary steps to clear these holds will remain on LOA, if the leave has not exceeded one year.

The student's academic advisor will notify the Office of the Registrar of the student's return through the electronic Return from Leave of Absence form through My Methodist. The student is required to register for courses prior to their return from an LOA. Re-enrollment in coursework is based on space available. Registration in "bridge course work" may be required of the student. Depending on the program, additional requirements may apply. Refer to individual program handbooks for more information.

A student returning from a medical/health LOA must provide documentation from NMC Campus Health or the student's personal healthcare provider releasing the student to normal academic and clinical activities and must specify any restrictions.

A student who does not return from LOA after three consecutive terms is required to reapply for admission to the College, if they wish to continue at NMC. A student who is not registered and who has not responded to outreach

from the college within 2 weeks prior to the beginning of the semester or program start date, whichever is earlier, will be withdrawn from the College and will need to re-apply with the NMC Admissions Office.

A student returning from three consecutive terms of a LOA who registers and then withdraws from or drops all course(s) before satisfactory completion, will be withdrawn from the College and will need to re-apply with the NMC Admissions Office.

Online students using the Nurse Faculty Loan (NFLP) must be placed on an LOA for any term they are not enrolled in courses. This includes when the student is skipping summer courses, but will enroll in fall courses.