

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 316

SUBJECT: Extended Absence

Responsibility of: RSHS Program Directors

Originated: July, 2017

Reviewed: June, 2021

Revised: June, 2021

SCOPE: Nursing, Medical Imaging and Surgical Technology students enrolled at the Reading Hospital School of Health Sciences (RSHS)

PURPOSES:

To provide guidance in regards to the process for a Request for Extended Absence

POLICY: Students with extenuating circumstances who must temporarily suspend their academic endeavors will be considered in a Withdrawn/Re-enter standing. The enrollment status reported in GradPro will reflect Withdrawn, Dismissed, Terminated with an Exit Reason of Withdrawn/Re-enter. This enrollment status indicates that although the student is officially withdrawn from the school, the student is eligible to re-enter the program without going through the entire re-application or admission process. The re-entry back into the program is coordinated through the Program Director. Students who are not enrolled in courses for any period of time may be required to submit new background checks, health requirements or other requirements prior to re-enrollment in classes. It is recommended that the student return to their program of study and be enrolled in their program within one year (365 days) from the effective date of absence.

The need for an extended absence may occur due to a variety of reasons:

Curricular – when due to transfer credits accepted or a revision in the student’s curriculum plan, no classes are available to be taken in any given semester(s) of the academic year.

Financial – an absence for reasons such as job loss or transfer or other financial emergencies

Health – an absence for health, medical, or psychological reasons.

Personal – an absence for reasons such as divorce, death, or other family emergencies

Military – an absence due to military deployment.

Special Documentation Requirements:

Health: If the absence is a health -related absence, the student must also submit written verification of the need for the absence from their healthcare practitioner. In addition, written documentation from the health care provider of a “no limitations” health status is required prior to returning to the program. The school reserves the right to require a student to take an absence for health reasons if in the judgment of the Program Director or designee, the student’s physical/mental health is not sufficient to meet the academic and/or clinical commitments of the curriculum

Military: If the absence is a military-related absence, the student must provide RSHS a copy of the military orders

DEFINITIONS: N/A

PROCESS:

Withdrawn/Re-enter:

1. The student must:
 - a. Submit a “Request for Extended Absence” form in advance of the absence to the Program Director or designee as soon as the need is identified, unless unforeseen circumstances prevent the student from doing so. The form must include the reason for the student’s extended absence request and an expected date of return within 365 days.
 - b. Submit all other required documentation such as health limitations or military orders.
 - c. Read program-specific policies regarding the maximum allowable time to complete their program of study.
 - d. Officially withdraw from current semester course(s) according to the Policy – Withdrawal from a Course
 - e. Promptly vacate the dormitory residence (if applicable)
2. The Program Director or designee is responsible for the approval or denial of the request and the notification to the Registrar
3. Registrar: The registrar will notify staff including the Director of Financial Aid and Budget. In addition, the Registrar will make the necessary changes in GradPro to change the Enrollment Status of the student to Withdrawn, Dismissed, Terminated with an Exit Reason of Withdrawn/Re-enter.
4. Systems Analyst: The Systems Analyst is responsible to assure that the student will not be counted as an active, current or enrolled student in any query or enrollment reports (external or internal).
5. The student will be treated as a withdrawn student and may be subject to impacts on both student loan repayment terms as well as the grace period of any loans. All future Title IV aid disbursements will be canceled. All refund and cancellation policies are applied based on the student’s withdrawal date. The effective withdrawal date will be the student’s date of notification for calculating “earned” and “unearned” financial

aid. A Return to Title IV Calculation will be performed for Financial Aid recipients accordingly and the student will be notified by mail of the results of that calculation. The student will be billed for any balance that results from a return of Title IV funds. Note: Any balance due to RSHS must be paid in full prior to the student's re-entry into the program.

6. It is highly recommended that the Program Director or designee secure student ID badges and any property belonging to RSHS in the event the student does not return to active enrollment.
7. Returning from a "Withdrawn/Re-enter" standing:
 - a. Six weeks prior to the mutually agreed upon return date, the student must contact the Program Director or designee. The student may be terminated from their program if he/she fails to communicate with the Program Director or designee.
 - b. The student must fulfill any requirements that the Program Director or designee requests before permission to return to school is granted.
 - c. If any classes were taken at any other institutions during the student's "Withdrawn/Re-enter" standing, the student must provide an official transcript of completed courses for evaluation prior to re-entry into the program.

EDUCATION AND TRAINING: N/A

REFERENCES: N/A

COMMITTEE AND COUNCIL APPROVALS: SHS Director's Meeting, (June, 2021)

CANCELLATION: Reading Health System policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

**Reading Hospital School of Health Sciences
Request for Extended Absence Form**

Student Name: _____ **Student ID:** _____

Faculty Advisor: _____

Effective date of absence: _____ **Anticipated return date:** _____

Reason: (check one)

_____ Personal

_____ Curricular

_____ Financial

_____ Health

_____ Military

Note: The Student is responsible to read and follow the Policy 316-Extended Absence.

Signature of Student: _____ **Date:** _____

(For School use only below)

DATE APPROVED by Program Director or designee: _____

Signature of Program Director or Designee: _____

(Attach Revised Curriculum Plan)

Comments: