

**VALLEY COLLEGE**  
Student Catalog Addendum  
Effective Date of Addendum: 9/11/2022  
Posted Date: 9/27/2022  
Effective Date of Catalog: 6-6-2022

Valley College has reviewed the Leave of Absence Policy for the Nursing Program. The text in red font has been added to the policy. This change will be placed in the Valley College Student Catalog when it is revised and published.

Please replace the current language on page 52. in the Student Catalog with the text below.

**Leave of Absence**

A leave of absence (LOA) may be granted to accommodate a temporary situation beyond the student's control. A Leave of Absence must be in writing stating the reason for the LOA. It must be signed and dated by the student and be submitted to the Campus Director (ground students) or Online Director. Title IV recipients will also need to meet with the Financial Aid Administrator (FAA) to discuss the impact to their repayment of student loans and “grace period.” The request must be submitted in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. The request must be documented on Valley College form ED-19, Student Leave of Absence Request. It is the College's policy to grant leaves of absence upon recommendation of the Director of Academic Affairs (or designated staff member) and approval of the Campus Director for ground programs. For Valley College Online, the LOA must be submitted to the Director, Online Division. Leaves of absence are not granted for periods shorter than five class days. Tuition shall not be charged against time covered by an approved leave of absence. A leave of absence extends the student’s contract period and maximum time frame by the same number of days taken in the leave of absence. The student's expected midpoint and/or graduation date will be adjusted; however, the total course time excluding leave time must not exceed 1.5 times, or 150%, the total program length for which the student has enrolled. LOA can occur at any time; however, students are urged to arrange LOAs at the beginning of a course, during the drop period.

The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period. It will impact his or her class schedule when he or she returns. A Leave of Absence may affect a student's financial aid and scheduled graduation date. Failure return to class from a LOA on the scheduled date or requesting an extension or additional LOA may result in the termination of the student's enrollment.

**Nursing Associate Degree: Leave of absence Requests, Approvals, and Documentation:**

Nursing Associate degree students will follow the Valley College policy for requesting a Leave of Absence (LOA) as described above. However, because of the structure of the program including pre-requisite, not all LOA requests may be approved.

**Reasons for a Leave of Absence<sup>1</sup>:**

The following items represent a list of reasons that would constitute a valid LOA:

- Medical (self, child, or spouse)
- Transportation to campus
- Housing
- Military
- Required work training
- Additional required leave from the state for a week or more for a government position
- Immediate family member death

**Length of Time:**

Students will be offered an opportunity to take a LOA if a situation arises that requires them to miss a prolonged period of class time. If a student is required to take a LOA for longer than 50% of the scheduled course, the Program Administrator (PA) and Campus Director (CD) will assess the situation and potentially require the student to drop the course. An assessment will

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<sup>1</sup> This policy went in effective September 11, 2022. For students who started the program on August 15, 2022, Valley College will make exceptions for medical related LOA requests on a case-by-case basis.

be made of campus operations and their ability to deliver the course while ensuring the student can maintain proper pre-requisite structure and program progress. If a student can take a make-up a course, they may be given the opportunity to continue with the program upon their return but, will be required to complete the course that needs to be made up by the close of the following course. Not all LOA requests will be approved.

**Process for a Student to Return:**

Students will be provided with a schedule for on-campus and online activities upon their return by the Program Administrator. Students will be required to attend classes during the scheduled time both during regular scheduled hours and during the designated make-up time. All make-up work and activities must be made-up within the allotted time established by the Program Administrator and Campus Director to make-up their class upon the student's return to campus.

**Failure to make-up work and activities by the completion of the make-up class:**

If a student does not adhere to the make-up schedule, they will be subject to failure in the course and/or dismissal from the program.