

Leave of Absence (LOA)

Overview: The process for a leave of absence (LOA) is a collaborative effort between the Faculty Advisor, the Specialty Coordinator, and the student to outline academic and/or clinical requirements to ensure the student's successful progression in the nursing program following a leave of absence. With guidance, the student must complete the "CON DNP & PhD LOA Plan" PDF form (email con-osaa@arizona.edu for a copy or go to the [DNP Program Forms and Resources page](#)).

Instructions:

1. Students must meet with their Faculty Advisor/Specialty Coordinator to discuss the need for an LOA.
2. The student will then complete the "CON DNP & PhD LOA Plan" form and email it to con-osaa@arizona.edu.
3. On behalf of the student, either the Faculty Advisor or Academic Advisor will complete the internal CON electronic "Leave of Absence (LOA) Request." After the CON request has been submitted, the faculty listed on the form (as well as the DNP Program Director) will be emailed a copy.
4. The student will then need to submit the LOA Petition via GradPath for Graduate College review/approval. The LOA is not official until it is approved by the Graduate College; the Graduate College will not consider an LOA Petition unless the student has submitted the "CON DNP & PhD LOA Plan" to con-osaa@arizona.edu.

Instructions for submitting the GradPath Petition are provided on the "CON DNP & PhD LOA Plan" form.

