

## Requesting a Leave of Absence Process in BlazerNET for MSN and DNP Students Only

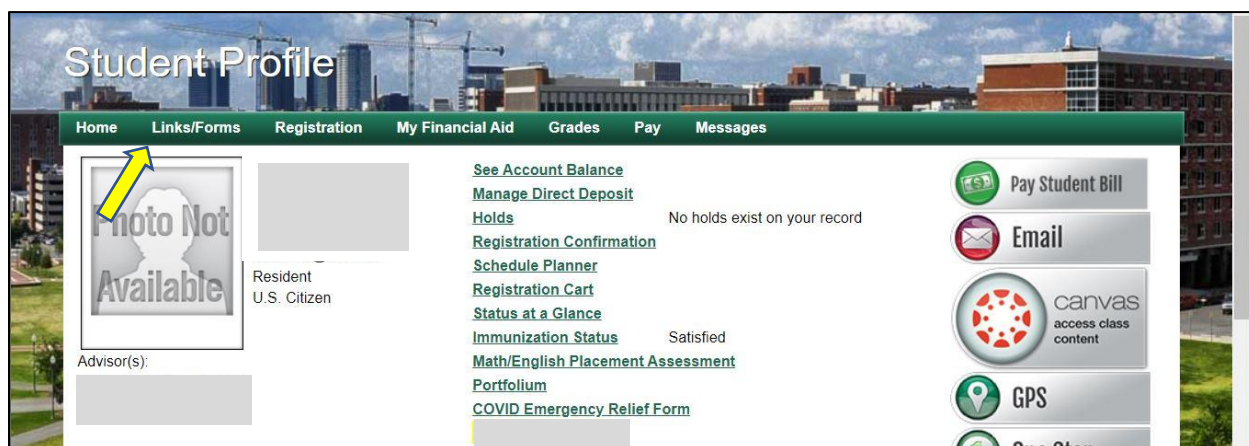
A student may take a maximum of two consecutive semesters away before having to reapply for admission into the School of Nursing. **For example, a one term Leave of Absence starts Fall 2021 term and ends Fall 2021 term. Student returns Spring 2022 term. A two term Leave of Absence starts Fall 2021 term and ends Spring 2022 term. Student returns Summer 2022 term.** A Leave of Absence cannot be taken in your first semester of enrollment.

- A leave of absence may delay graduation by up to one year.
- This Leave of Absence request is good for only the semester(s) specified. If you only requested one semester, an additional request will be required for an additional semester.
- The deadline for receipt of a Leave of Absence form by the SON Student Success Office is the last day to add/drop for the semester for which a Leave of Absence is being requested to begin.

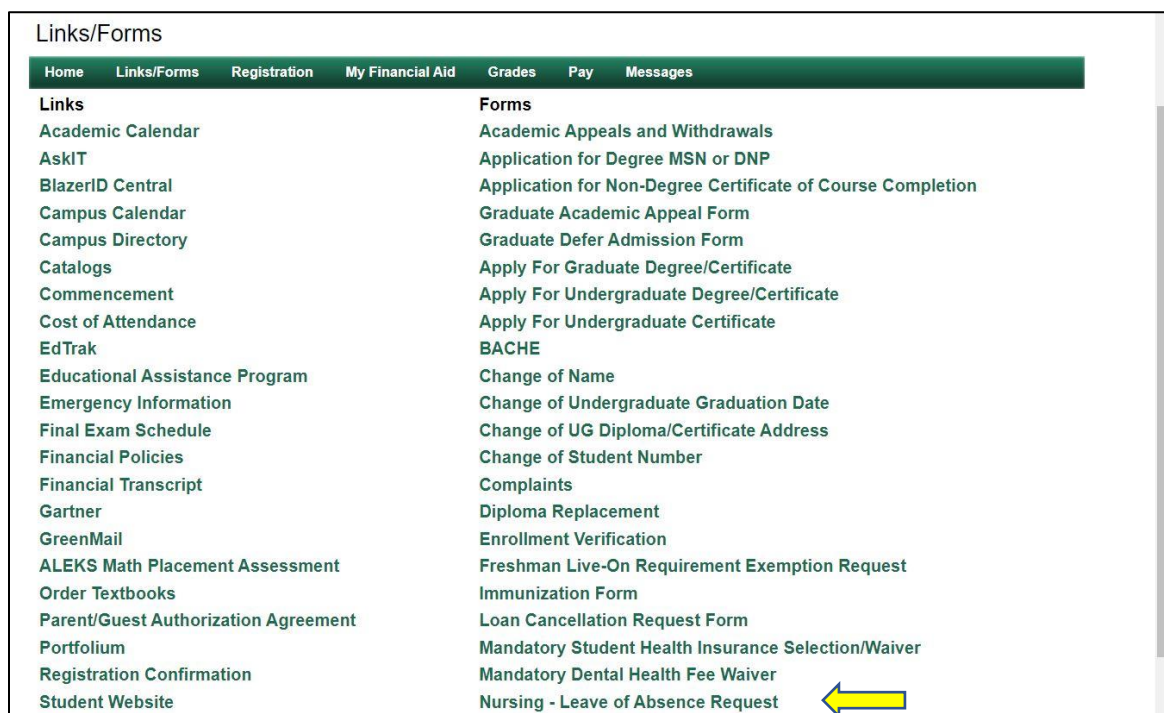
The process is as follows:

- 1) The student logs into BlazerNET to submit a Leave of Absence Request. They must go to Links/Forms >> **Nursing - Leave of Absence Request**. Student will complete all required fields. The reason for the Leave of Absence should be added in the comments section.

### Step 1



### Step 2



**Step 3 - Please choose from the drop-down menu either “MSN” or “DNP” Leave of Absence and follow the prompts**

**Step 4 - For example, a one term Leave of Absence Starts Fall 2021 and ends Fall 2021 term. Student returns Spring 2022 term.**

**School of Nursing - Leave of Absence Request Form** Page 1 of 2

Name		BlazerID	
UAB Email			

**PLEASE NOTE THE FOLLOWING:**

- Make sure to fill out all fields denoted with an (\*).

**Blazer ID:\***

**Degree: \***

**Track (Concentration):**

**Leave of Absence Starting Term:\***

**Leave of Absence Ending Term:\***

**This absence is due to:\***

**Step 5**

**School of Nursing - Leave of Absence Request Form** Final Page

**CERTIFICATION**

I certify that all information on this form is complete and correct.

**Electronic Signature (Print Name):**

**Signature Date:\***

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Upon any final approval, a letter will be sent via email. A revised program of study will be sent via Adobe Sign (if applicable). The student’s signature signifying an understanding of their new course progression upon return from their Leave of Absence. This revised program of study must be signed and returned to the Office of Student Success before the student may be permitted register. If you have any questions, please send an email to sonstudaffrs@uab.edu.