



MATERNITY POLICY FOR STUDENTS

July 2023

Policy: It is the policy of The Vocational Nursing Institute Inc. to work with its students who find themselves pregnant while in school. It is the desire of the school for the student to complete their program of study, show entry level competency, and successfully pass their licensing test as applicable.

Procedure:

1. Upon knowing they are pregnant, the school must be notified by the student of a positive pregnancy test with a written note from their physician releasing them to proceed in the program of enrollment.
2. If a student misses more than two clinicals, they must come in and meet with the Dean of the program to determine if they can continue or must drop and re-enroll with a future cohort.
3. If a student is unable to conduct their clinical without special accommodation, they will need to drop and proceed in the next cohort available. (Unable to lift, stand, bend, etc.)
4. The student may submit a leave of absence form to the Dean of the college notifying the school of the intent to leave and then return.

Leave of Absence

It is to the School's advantage to have enrolled students complete the course of study. When extenuating circumstances arise which require a student to be absent, all reasonable efforts will be made to accommodate the situation and enable the individual to meet the requirements for the degree. It is understood that this policy and these procedures apply to situations in which the student will be absent from the School for the remainder of a term or longer.

Leave of Absence

Leave of absence (LOA) is permission granted to a student to interrupt the program of study for a specified time.

Since the purpose of a leave is to relieve a student of educational obligations, students will not be allowed to enroll in courses, audit courses, or continue in scholarly work during the period of leave.

Granting of Leave

1. Students should meet with their academic adviser and specialty/program director to discuss their request. Students must complete the appropriate form before a request can be considered. Forms can be found requested from the Financial Aid office.
2. The request for LOA must be approved by the specialty/program director after consultation with the student. The request is approved and forwarded to the division chair and the associate dean of student life and belonging as well as director of enrollment management. Approval of leave will be noted by a formal letter to the student from the associate dean, with a copy to the division chair, specialty/program director, academic adviser, and director of enrollment management.
3. The granting of student leave must be in accordance with the Academic Progression Policy.
4. There must be sufficient evidence that circumstances, medical or otherwise, exist that make it impossible or difficult for the student to continue with a program of study; and there must be evidence that once these circumstances are resolved, the student would be able and committed to continuing the program of study. This determination is made by the specialty/program director after an interview with the student, consultation with the associate dean and division chair, and review of the clinician's recommendation when indicated.

Term of Leave

LOA will be granted, for a fixed and limited term, which will ordinarily be two terms or less. The specific length of the LOA is determined by the associate dean of student life and belonging, upon receipt of recommendation from the division chair and specialty/program director, with appropriate consultation with the student.

Medical Leave

A student who must interrupt study temporarily because of illness or injury may be granted a medical leave of absence based on the written recommendation of the director of VNI Health or the director of VNI Mental Health and Counseling, and with the approval of the associate dean of student life and the student's division chair and specialty/program director. The general

policies governing leaves of absence are described above. Students who are making satisfactory progress toward their degree requirements are eligible for a medical leave any time after matriculation.

The School reserves the right to place a student on a mandatory medical leave of absence when, on the recommendation of the dean of the School of Nursing determines that, because of a medical condition, the student is a danger to self or others, the student has seriously disrupted others in the student's residential or academic communities, or the student has refused to cooperate with efforts deemed necessary by the dean to make such determinations. Each case will be assessed individually based on all relevant factors, including, but not limited to, the level of risk presented and the availability of reasonable modifications. Reasonable modifications do not include fundamental alterations to the student's academic, residential, or other relevant communities or programs; in addition, reasonable modifications do not include those that unduly burden University resources.

An appeal of such a leave must be made in writing to the dean of the School of Nursing no later than seven days from the effective date of the leave.

An incident that gives rise to voluntary or mandatory leave of absence may also result in subsequent disciplinary action.

Students who are placed on medical leave during any term will have their tuition adjusted according to the same schedule used for withdrawals. (See Tuition Rebate and Refund Policy)

Before re-registering, a student on medical leave must secure written permission to return to School from the Dean. The letter must be presented to the School before the student resumes studies following mandatory medical leave.

Parental Leave

A student who wishes or needs to interrupt study temporarily for reasons of pregnancy, maternity care, or paternity care may be granted a leave of absence for parental responsibilities. The general policies governing all leaves of absence are described above.

Any student planning to have or care for a child is encouraged to meet with the specialty/program director as soon as possible to discuss individualized leaves or other short-term arrangements. For many students, short-term arrangements rather than a leave of absence are possible.

Return After Leave

A student on LOA has the right to return to the School to complete the requirements for the degree at the date the LOA expires, provided that:

1. The student notified the School, in writing, by the date specified in the original letter granting the LOA, confirming intent to return;

2. The student has complied with any written conditions of the LOA by the time the LOA has expired; and
3. In the case of a medical LOA, a medical statement has been provided in accordance with the above terms, and the division chair, specialty/program director, and the associate dean have determined that the student is eligible to return.

A student who, for any reason, does not enroll at the termination of the LOA shall be determined to have terminated association with the School, will be withdrawn, and will be ineligible to return.

Records

When LOA is granted, appropriate materials will be filed in the student's folder regarding date and length of leave. The associate dean will notify the registrar and the Financial Aid Office so that they may communicate with Student Financial Services, Dean, and other offices as deemed necessary. They will follow the same procedure if leave is extended and/or ended by the student's return or termination of the student's association with the School.