## 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:

 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

Links/F			and the state of the					
Home	Links/Forms	Registration	My Financial Aid	Grades	Pay	Messages		
Links				Forms				
Academic Calendar				Academic Appeals and Withdrawals				
AskIT				Application for Degree MSN or DNP				
BlazerID Central				Application for Non-Degree Certificate of Course Completion				
Campus Calendar				Graduate Academic Appeal Form				
Campus Directory				Graduate Defer Admission Form				
Catalogs				Apply For Graduate Degree/Certificate				
Commencement				Apply For Undergraduate Degree/Certificate				
Cost of	Attendance			Apply Fo	r Unde	rgraduate Certificate		
EdTrak				BACHE				
Educational Assistance Program				Change of Name				
Emergency Information				Change of Undergraduate Graduation Date				
Final Exam Schedule				Change of UG Diploma/Certificate Address				
Financial Policies				Change of Student Number				
Financial Transcript				Complaints				
Gartner				Diploma Replacement				
GreenMail			Enrollment Verification					
ALEKS Math Placement Assessment			Freshman Live-On Requirement Exemption Request					
Order Textbooks			Immunization Form					
Parent/0	Guest Authoria	zation Agreem	ent	Loan Cancellation Request Form				
Portfolium				Mandatory Student Health Insurance Selection/Waiver				
Registration Confirmation				Mandato	Mandatory Dental Health Fee Waiver			
Student	Website			Nursing -	- Leave	of Absence Request		

<u>Step 3 -</u> Please choose from the drop-down menu either "MSN" or "DNP" Leave of Absence and follow the prompts

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

Name		BlazerID		
UAB Email				
LEASE NOTE THE FOLLOWING: • Make sure to fill out all fields denoted with an (*	).			
Blazer ID:*				
Degree: *	- Select degree	~		
Track (Concentration):	- Select Concentration	~		
Leave of Absence Starting Term:*	Select Leave of Absence Star	rting Term	~	
Leave of Absence Ending Term:*	Select Leave of Absence End	ding Term	~	
This absence is due to:*				

## <u>Step 5</u>

CERTIFICATION			
I certify that all information	tion on this form is con	nplete and correct.	
Electronic Signature (Print Name):			
Signature Date:*	07/08/2021		
Cancel My Application		Submit My Application	

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.