

## SCHOOL OF SOCIAL WORK

### REQUEST FOR LEAVE OF ABSENCE INSTRUCTIONS

The School of Social Work (SSW) recognizes that students, for a variety of reasons, are unable to complete degree requirements within the time requirements specified in the students' School of Social Work planning form. Accordingly, a student may request a leave of absence by completing the top of the form. Students who do not request a leave of absence must reapply to the MSW program.

The director of the MSW program approves a leave of absence for up to two consecutive semesters (e.g., spring and summer but excluding winter session). The director of the MSW program will only approve a request when there is serious intent to finish degree requirements.

#### 1. Changes to the Student's SSW Planning Form

When a request for a leave is approved, the program administrator will review and approve the student's revised planning form. The director of the MSW program, may, in consultation with the student's advisor and the program administrator, establish conditions of returning to the program (see Conditions on the Request for Leave of Absence form).

#### 2. Roles and Responsibilities

The student will (a) sign the Request for a Leave of Absence form and (b) resume work toward degree requirements as stated in the revised planning form. The director of the MSW program will sign the form. The program administrator will (a) notify the student and the student's advisor of the decision to approve the request (b) update the student's planning form, (c) file materials related to the request, and (d) facilitate the student's reentry to the program.

#### 3. Procedures for Readmission

**a. Graduate College.** If a student's enrollment is interrupted for any reason so that they are not enrolled for three consecutive academic sessions (including spring, summer, and fall semesters but excluding the winter session) the student must apply for readmission. The readmission application form must be used. The Graduate College will not require new letters of recommendation, a new personal statement, a written explanation of the reasons for the absence, or a plan for degree completion. However, departments and programs may choose to require any or all of the foregoing.

**b. School of Social Work.** See the UISSW Admission Policy Statement, sections I.F. and II.G.2. Reapplication Process, to determine whether you need to reapply to the SSW  
<https://clas.uiowa.edu/socialwork/graduate-program/apply>

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**MSW REQUEST FOR LEAVE OF ABSENCE FORM**

Completed by student:

Date of request: \_\_\_\_\_ Date of leave: \_\_\_\_\_ Date of return: \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address:  
 Street, City, State, Zip code

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ E-mail \_\_\_\_\_

Reason for Request    Health    Religious Service    Military Service    Financial    Family    Other

**What, if anything, will change during your leave that will allow you to return and move forward in the program.**

Completed by program administrator:

Conditions: List activities, intermediate deadlines and/or requirements of returning to the program. **Include specific due dates.**

Withdraw from course(s) :	Contact/meet with the program administrator:
Request Incomplete(s) :	Contact/meet with instructor(s):
Attend practicum orientation:	Contact/meet with the director of field:
Advancement letter/plan – Describe in box below:	Contact/meet with your advisor:
Other – Describe below:	

Advisor's Signature (type)	Date	Approved	Not Approved
Program Administrator's Signature (type)	Date	Approved	Not Approved
MSW Director's Signature (type)	Date	Approved	Not Approved
I agree to the conditions described above:			
Student's Signature (type)	Date		

Revised planning form      Other documentation: