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SCHOOL OF SOCIAL WORK

REQUEST FOR LEAVE OF ABSENCE INSTRUCTIONS

The School of Social Work (SSW) recognizes that students sometimes need to take a leave of absence from the social work program. The BASW director program may approve a leave for up to two consecutive semesters (excluding summer and winter sessions). If a student remains at the University completing other coursework but needs to pause their social work sequence of courses, they must still request a leave of absence from the social work program.

Students in good standing (no academic or professional behavior concerns, no active Letters of Concern or Remediation or Alternative Action Plans) may request a leave by completing this BASW Request of Leave of Absence Form. If the student resumes their coursework within the agreed upon timeframe requested on their leave form, they return to the program in good standing.

Students on a Remediation or Alternative Action Plan may apply for a leave. The BASW Program Director will decide whether to approve a leave and establish conditions for returning to the program. In addition to fulfilling their current Remediation or Alternative Action Plan, the BASW Program Director may set additional conditions.

If a student requests a leave before the semester drop or withdrawal date, they should drop or withdraw from their courses. Students are advised that they may not receive a tuition refund. If a student has to take a leave at the end of the semester and has only a small amount of work remaining in their courses, they may request an Incomplete. If granted, the outstanding work must be completed within one semester or the grade turns to an F.

Students who do not have an approved leave of absence and are not enrolled in required social work course for one full semester are dismissed from the program. If a student needs to extend their leave beyond the time period approved, they must contact the BASW Program Director to discuss an extension. Students whose leave time has lapsed and do not request an extension are dismissed from the program.

Under some circumstances, students dismissed from the social work program can petition to be readmitted. See the POLICY ON STUDENT ADVANCEMENT IN THE SOCIAL WORK MAJOR in the *BASW Handbook* for the petition procedures.

If a student is not enrolled in University of Iowa courses for more than 12 months, they must apply for readmission to the University at least two weeks before classes begin. See <https://admissions.uiowa.edu/apply/returning-students> to reapply.

If a student has not been in the social work program for an extended period of time, the School may require students to retake courses if the course competencies or content have changed substantially since the student originally completed courses.

Procedures for Requesting a Leave of Absence and Returning to the Program

1. Documenting Changes to the Student's Course Planning Form

Before requesting a leave, the student will meet with their academic advisor to discuss how a leave will impact their course plan and time to graduation. Based on when the student plans to return to the social work program, the academic advisor will document changes to the student's course plan in an advising note in MAUI and share this note with the student.

2. Requesting a Leave

The student will complete and sign the BASW Request for a Leave of Absence form and submit this form to the BASW program director and their advisor. The BASW Program Director will review the request and notify the student of whether their leave is approved. If approved, the leave form will be uploaded to the student's advising notes in MAUI.

3. Procedures for Resuming the Program

Students in Good Standing. When the student is ready to resume their social work courses, they must contact their academic advisor during the early registration period before the semester they will enroll in courses. Their advisor will authorize them to register, provide special permission codes for their social work courses, and review their plan of study with them. The academic advisor will inform the BASW Program Director and the Program Administrator that the student is returning from their leave.

Students with a Remediation or Alternative Action Plan. When a student with a Remediation or Alternative Action Plan is ready to resume their social work courses, they must meet with the BASW Program Director to discuss the conditions of their return. The BASW Program Director may include the student's academic advisor, the director of field education, or other faculty in this meeting.

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Student obtains Advisor signature, then student signs, then forwards to the BASW Program Director for approval

SCHOOL OF SOCIAL WORK
BASW REQUEST FOR LEAVE OF ABSENCE FORM

Completed by student

Date of request: Date of leave: Date of return:

Student's Name: ID#:

E-mail

After all signatures obtained, the BASW program director will email the signed form to the student and program administrator.

Reason for Request

Health Religious Service Military Service Financial Family Other (identify below)

This section completed by program director.

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

Attend field orientation: Contact/meet with the director of field: On
Remediation/Alternative Action Plan/Meet with BASW Director: Contact/meet with your advisor:
Other – Describe below:

I agree to the conditions described above:

Student's Signature (type)	Date	Approved	Not Approved
Advisor's Signature (type)	Date	Approved	Not Approved
BASW Director's Signature (type)	Date	Approved	Not Approved

Student is in good standing Student is on a Remediation or Alternative Action Plan
AFTER all signatures obtained, email to the Program Administrator.

10/3/2022