

School of Social Work

Request for Leave of Absence Information Packet and Application

Once admitted to the MSW program, a student is expected to remain in continuous enrollment until the degree is earned unless an approved leave or absence is obtained or the student withdraws from the program. A student admitted to the MSW program may petition the Director of Student Affairs for a leave of absence for up to one calendar year. Leave of absence status assures the student's admission in the Master's program during the period of the leave of absence. A student must apply for a leave of absence even if the intended leave is only for one term.

Criteria for applying for a Leave of Absence

Leave of absence is granted only to graduate students who have had their formal written request approved through the Director of Student Affairs, the MSW Program Director and the Associate Dean and is granted only to graduate students in good standing. A social work graduate student is considered to be in "good standing" when there is (1) completion of a minimum of one term with a minimum of two graded courses completed, whether full or part-time, (2) minimum GPA of 3.00, (3) field performance at a passing level.

If a student leaves the program without a leave of absence approved by the School of Social Work, the student will not be able to re-enter the MSW program except by re-applying for admission through the regular admission process and being reaccepted.

Applying for a Leave of Absence

Application for leave of absence must be approved by the student's assigned advisor. Once the advisor's approval is received the next step is to complete the request for a leave of absence form included in this packet. The application then must go to the Director of Student Affairs and the MSW Program Director for approval. The last step in the process is to file the approved leave of absence with PSU's Office of Graduate Studies no later than the last day to register for classes in the term for which the application is made.

Returning from a Leave of Absence

A student planning to return to the MSW program from an approved leave of absence must contact the Director of Student Affairs at the School of Social Work at least one term prior to returning. A student planning to return from a leave of absence must also contact the School's Office of Field Education three months prior to returning to make plans regarding practicum.

Students on a leave of absence need to keep their contact information up to date during a leave. This can be done online by completing the 'change of information form' at <https://www.ssw.pdx.edu/forms>.

Instructions for completing the Request for Leave of Absence Form
(form attached)

Students, please be sure to complete all steps outlined below when requesting a leave of absence.

- Step #1) Meet with your advisor (if you are unable to meet with your assigned advisor, meet with Janet Putnam or Pauline Jivanjee). Advisor must approve both your request and your educational plan (form attached).**
- Step #2) Write a revised educational plan to be followed upon your return.**
- Step #3) Complete the Request for Leave of Absence Form (attached).**
- Step #4) Attach a copy of your revised education plan.**
- Step #5) Turn form and plan in to Janet Putnam, Director of Student Affairs.**
- Step #6) Once request has been approved, (you will receive a letter of confirmation) inform the Office of Graduate Studies.**

Note: be sure to contact the Field Education office at least three months prior to returning from a leave and follow the instructions for completing and submitting a 'request for Reinstatement: Leave of Absence' form (form attached).

Request for Leave of Absence Form

Student Name _____ PSU ID# _____

Address _____ Phone _____

City _____ State _____ Zip _____

PSU E-mail _____ Personal E-mail _____

I request a Leave of Absence from beginning _____ and returning beginning of _____
(Term/Year) (Term/Year)

I will notify the Office of Field Education in _____ of my intention to return to the program
(month) (year)

(Students who are on a leave of absence are required to notify the Office of Field Education 3 months prior to returning)

I am requesting the LOA for the following reason(s): attach additional paperwork if necessary

I completed and submitted an education plan (see attached) with my request for leave of absence yes no
(check one)

Date: _____ Student Signature _____

Signatures required for approval:

FACULTY ADVISOR'S RECOMMENDATION: (Check One) () approve () disapprove

Comments:

Date _____ Advisor's signature _____

DIRECTOR OF STUDENT AFFAIRS: (Check One) () approve () disapprove

Comments:

Date _____ Director's signature _____

***FOR DISTANCE STUDENTS ONLY OR WHEN APPROPRIATE**

DIRECTOR OF DISTANCE: (Check One) () approve () disapprove

Comments:

Date _____ Director's signature _____

MSW PROGRAM DIRECTOR'S ACTION: (Check One) () approve () disapprove

Comments:

Date _____ Director's Signature _____

Admin use only:

() database noted () letter sent to student
cc of form distribution () MSW program office () Advisor () Director of Student Affairs () Director of DO () Student File

STUDENT NAME: _____ **ADVISOR:** _____

EDUCATIONAL PLAN

<p>FALL Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>WINTER Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>SPRING Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p> <p>Total Credit Hrs for year _____</p>
<p>FALL Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>WINTER Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>SPRING Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p> <p>Total Credit Hrs for year _____</p>
<p>FALL Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>WINTER Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>SPRING Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p> <p>Total Credit Hrs for year _____</p>
<p>FALL Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>WINTER Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p>	<p>SPRING Year _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>SW _____ Credit Hrs _____</p> <p>Total Credit Hrs for term _____</p> <p>Total Credit Hrs for program _____</p>

If Summer term courses taken, note them here:

SW _____ Credit Hrs _____ Year _____

SW _____ Credit Hrs _____ Year _____

SW _____ Credit Hrs _____ Year _____

Reinstatement: Leave of Absence Form

StudentName _____ PSUID# _____

Address _____ Phone _____

City _____ State _____ Zip _____

PSU E-mail _____ Personal E-mail _____

I am returning from a Leave of Absence from _____
(Term/Year of LOA)

My official return from Leave of Absence will begin with registering for _____
(Term/Year)

I completed and submitted an education plan with my request for leave of absence ____yes ____no
(check one)

I have notified the Office of Field Education at least three months prior to my return. ____yes ____no
(check one)

Date: _____ Student Signature _____

Signatures required for approval:

DIRECTOR OF STUDENT AFFAIRS () approve () disapprove

Date _____ Director's Signature _____

***DIRECTOR of DO (only for Distance Option students)** () approve () disapprove

Date _____ Director's signature _____

MSW PROGRAM DIRECTOR () approve () disapprove

Date _____ Director's signature _____

Admin use only:
() database noted: date & initials _____

cc form distribution () MSW program office () Advisor () Director of Student Affairs () Director of DO () Student File