Purpose: This document serves as an official request for a leave of absence (LOA) from the University of Houston Graduate College of Social Work (GCSW) MSW Program.

Directions: Read this entire document carefully, then complete the information below. Submit the form to your advisor at the UH GCSW Office of Admissions and Student Affairs.

STUDENT NAME: ________________________________________________

ID NUMBER__________________ UH EMAIL ADDRESS ________________________

CONCENTRATION________________ SPECIALIZATION____________________

PLEASE CHECK ALL THAT APPLY:
MSW Transfer student ____ AS student _____ Dual Degree student _____ Currently in FP _____

I am requesting a LOA beginning _____________ semester of _______ (year).

I plan to return in the ________________ semester of ______ (year).

Please let check here if LOA is related to a medical withdrawal: _____________________________

Please note:
• Students are required to complete the MSW program within five years of the date of enrollment. Contact your advisor to ensure your degree plan can meet this requirement.
• Leave of absence can be granted for one or more semesters, not exceeding one year. A student who requests an extension of a current leave of absence shall have that request considered as a new request.

MSW Student Signature: ____________________________ Date: ______________________

Contact your advisor if you have any questions at 713-743-8075.

For GCSW Use Only:

This document is not valid nor is approval completed until all signatures listed below are obtained.

MSW Advisor: ____________________________ Date: ______________________

MSW Field Office Advisor: ____________________________ Date: ______________________

Asst Dean of Admissions and Student Affairs: ____________________________ Date: ______________________

Final Action: ____________________________ Approval ____________________________ Disapproval ____________________________

Checklist for Advisor:
Notify any special programs (if needed) ___ If Medical Withdrawal, also complete the following:
Update Current Student Spreadsheet ___ Complete Medical/Admin Term Withdrawal Request Form ___
Upload LOA in Advising System ___