This document serves as an official request to return from a leave of absence (LOA) to the University of Houston Graduate College of Social Work (GCSW) MSW Program. Read this entire document carefully, then complete the information below. Submit the form to your advisor at the Office of Admissions and Student Affairs.

STUDENT NAME: __________________________________________ ID NUMBER____________________

CONCENTRATION_________________ SPECIALIZATION_____________________________________

ENROLLMENT MODEL_____________ START SEM_________ EMAIL _______________________________

PLEASE CHECK ALL THAT APPLY:
MSW Transfer Student: ___ Advanced Standing (AS) Student: ___
Dual Degree Student: ___ Last Field Placement (FP) Completed (I, II, III or IV): ______
Please check here if LOA was related to a medical withdrawal: _____________

PLEASE COMPLETE AND SIGN THE FOLLOWING:
I requested a LOA beginning ______ semester of _____ (year).
I am requesting to return to the GCSW in ________ semester of ________ (year).
I have attached a communication from the Office of Field Education with my updated field plan as well as an updated degree plan from my advisor.
MSW Student Signature: _______________________________ Date: _________________________

For GCSW Use:
_________________________________________________________ Date:_____________________

MSW Advisor: __________________________________________ Date:_____________________

Asst Dean of Admissions/Student Affairs: ___________________________ Date:_____________________

MSW Field Coordinator: ______________________________________ Date:_____________________

Approved to Return (Y/N & Sem):_________________________ Date:___________ Initials:___________

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Checklist for Advisor:
Notify any special programs (if needed) ___ If Medical Withdrawal, also complete the following:
Update Current Student Spreadsheet ___ Medical/Admin Term Withdrawal Return Documents ___
Upload LOA return form to Spreadsheet ___ Remove enrollment stop in PeopleSoft ___