

GRADUATE STUDIES LEAVE OF ABSENCE FORM

Purpose: This document serves as a means of officially requesting a graduate studies leave of absence (LOA) from the University of Houston-Graduate School of Social Work (GSSW).

Directions: Read this entire document carefully, then complete sections A, B, and C below. Route the completed form to the Dean's Office in room 210.

Section A: (please print)

Name: _____ SS#: _____ Mail Box #: _____

Address: _____

Daytime Phone #: () _____ Evening Phone #: () _____

Enrollment status: (check one) Full time: _____ Part time: _____

Section B: I am requesting a graduate studies LOA, effective the _____ semester.
The anticipated semester of return is _____.
Month/Year

Section C: The Council on Social Work Education (CSWE) time limitation policy states the M.S.W. degree requirements must be completed within four years from the date of the **student's first registration at the school. Therefore, since I entered the GSSW in** _____. I will comply with this CSWE
Month/Year
policy by completing all requirements for the degree by _____.
Month/Year

Student's Signature Date

*****For GSSW Use Only*****

Recommendation: _____ Approval _____ Disapproval

Advisor Date

Final Action: _____ Approval _____ Disapproval

Dean's Office Date

Distribution: Student
Student File
Advisor
Office of Field Practicum
Dr. Raffoul