MSW PROGRAM
REQUEST FOR LEAVE OF ABSENCE

Purpose: This document serves as a mean of officially requesting a graduate studies leave of absence (LOA) from the University of Houston Graduate College of Social Work (GCSW).

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_____ Advanced Standing student _____ Dual Degree student _____

I am requesting a LOA for the ________________ semester of _________ (year).

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

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

Contact your advisor at the GCSW Office of Admissions and Student Affairs 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:________________________

Asst Dean of Admissions and Student Affairs:________________________ Date:________________________

Final Action: __________________________ Approval __________________________ Disapproval