

School of Social Work

Request for Leave of Absence

Pursuant to the guidelines set forth in the School of Social Work Graduate Handbook I, _____, am formally requesting a Leave of Absence from my studies in the School of Social Work Masters Program at Western Michigan University.

I have met the following criteria as required by the School of Social Work:

1. I have met with my advisor.
2. I have completed a revised program plan of study to complete my studies in the masters program.
3. I have documented, in writing and attached, the estimated time for this leave of absence, and the date of my expected return to school.
4. I have provided copies of the aforementioned documentation to my advisor and the School of Social Work Office of Admissions and Student Services.

Respectfully submitted,

Print Name

Signature

Date