



## WAYNE STATE School of Social Work

### **School of Social Work Student Program Withdrawal, Readmission, and Leave of Absence Policy and Procedures**

#### **Withdrawal**

Students may withdraw from a program or course at any time in accordance with University-set deadlines. Students who must withdraw from a degree program, for any non-university determined reason, should follow the procedures outlined below in order to remain in good standing in the program.

1. Immediately consult with the student's assigned Academic Program Advisor in the Office of Admissions and Student Services (OASS) for guidance and advisement. Collaboration with the assigned Academic Advisor **is strongly recommended** for department specific requirements that may affect the student's withdrawing in good standing.
2. Submit a formal request for withdrawal via a Request for Modified Plan of Work form and check the "withdrawal from program" option. Receipt of the form is to be acknowledged by OASS via email to the student's WSU email address.
3. The formal request shall include:
  - a. The date of withdrawal and the reason for withdrawal.
  - b. An indicated intention to reapply to the program, if applicable.
  - c. A proposed date for reapplication to the program, if applicable.

Students not enrolled in a degree or certificate program course and/or field instruction during any given semester (fall, winter, spring/summer) without prior approval or as outlined by a program-approved Plan of Work are considered withdrawn from their respective programs.

#### **Readmission**

Withdrawn students seeking readmission must follow regular admission procedures for the School of Social Work submitting all required documentation.

Students will be re-admitted to either to a full time or part time program of study.

The assigned Academic Program Advisor will work with the student to determine the appropriate Plan of Work. Plans of Work will reflect the full time or part time student program status.

Readmitted students may be required to take additional courses or complete other academic requirements in order to be re-admitted in good standing to the degree program. At the graduate level, the university does not accept credits older than six years at the time of degree completion. Due to changes in accreditation requirements, the School of Social Work does not accept credits

for undergraduate *social work* courses that are older than six years at the time of degree completion.

### **Leave of Absence Policy and Procedures**

1. Students may request one leave of absence for up to one academic year during the time they are enrolled in a degree program.
2. Students must request a Leave of Absence from the Coordinator of the degree program in which they are enrolled (B.S.W. or M.S.W.) by completing a Request for a Modified Plan of Work. The form is available via a link on the Student Services/Advising page of the SSW website or from the student's Academic Advisor.
3. To assist with the Program Coordinator's decision about granting a Leave of Absence for the student, the Coordinator shall consult with the student's classroom instructors and the student's Academic Program Advisor regarding the student's status in classroom/online and field instruction courses.
4. The Program Coordinator will make the final decision for granting or denying the Leave of Absence. Written notification of the decision is sent to the student, and copies are sent to the Director of Field Education and the Director of the Office of Admissions and Student Services. A copy is also submitted for the student's program file.
5. Students in good program standing and requesting a Leave of Absence for medical reasons are instructed to meet with the assigned Academic Advisor for guidance and advising and for assistance in requesting a medical withdrawal from the university, where indicated.
6. Students granted a medical withdrawal from the university will subsequently receive a Leave of Absence from the School of Social Work and the respective degree program. All other students who are granted a Leave of Absence must officially withdraw from classroom/online and field instruction courses. It is the student's responsibility to notify the SSW if they are granted a medical withdrawal from the university.
7. Whenever applicable, returning students are required to have satisfied or must satisfy all requirements for previous courses in which they were enrolled.
8. Prior to return to the program, the student will meet with his/her assigned Academic Advisor to prepare an updated Plan of Work. The Plan of Work will be based on the semester in the academic year when the student returns, the student's previous progress in the program and the proposed program completion date.
9. When deemed necessary, and in collaboration with the student's Academic Advisor and the Field Director, the Program Coordinator may request that returning students complete additional courses, re-take courses, and/or meet other academic requirements to remain in good program standing. The student's academic records may be referred to the Student Academic Review Committee for further deliberation and decision-making about additional academic requirements.

10. The student's academic Plan of Work must be completed in time for the returning student to register for the courses required to re-enter his/her degree program at the beginning of the designated semester.
11. At the end of each academic year, Program Coordinators will submit a report to the Associate Dean for Academic Affairs indicating the number of requests for Leaves of Absence and the corresponding decisions.

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