

**THE UNIVERSITY OF TENNESSEE COLLEGE OF SOCIAL WORK  
PROGRAM WITHDRAWAL/LEAVE OF ABSENCE FORM**

Date: \_\_\_\_\_

Check One:  Withdrawal       Leave of Absence

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Date of Enrollment: \_\_\_\_\_      Status of Enrollment:  
Extended/Part-time Study \_\_\_\_\_  
Full-time \_\_\_\_\_  
Advanced Standing \_\_\_\_\_

Number of semesters in attendance: \_\_\_\_\_

Number of credit hours earned: \_\_\_\_\_

Date of withdrawal/leave of absence: \_\_\_\_\_

Academic status at time of withdrawal/leave of absence:  
Passing all courses:                      Yes       No   
Courses failed, if any:                      \_\_\_\_\_  
Passing Field:                              Yes       No       N/A--Not yet in Field   
Number of Incompletes:                      \_\_\_\_\_  
Courses with grade of D or under:                      \_\_\_\_\_

Reason(s) for withdrawal/leave of absence:

Anticipated date of readmission: \_\_\_\_\_  
(If plans change, student should notify the college.)

Recommended conditions for readmission.

\_\_\_\_\_  
Approval Signature of Faculty Advisor/Major Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature of Associate Dean

\_\_\_\_\_  
Date

PROCEDURES FOR WITHDRAWAL/LEAVE OF ABSENCE  
AND READMISSION OF STUDENTS

Any student who withdraws or takes a leave of absence must have a formal withdrawal/leave of absence form in his/her folder. The form will become a part of the official student folder.

**I. WITHDRAWAL/LEAVE OF ABSENCE PROCEDURES**

1. Student will have an exit interview with his/her advisor or major professor.
2. Advisor/major professor will complete and sign withdrawal/leave of absence form and will submit form to associate dean for final approval.
3. Associate dean will review/sign withdrawal/leave of absence form and forward to location records staff.
4. Records staff will do the following:
  - a. give a copy of the form to the student
  - b. retain a copy of the form at the location
  - c. forward the original form and the student's complete file to College records office.

Notes: The withdrawal/leave of absence form must indicate one of the following classifications: *withdrawal/leave of absence in good standing with no conditions* or *withdrawal/leave of absence in good standing with conditions*.

The withdrawal/leave of absence form must specify any conditions for readmission. If conditions are not specified, student must follow step 3 below regardless of time out of the program.

**II. READMISSION PROCEDURES**

# of Semesters Out of Program	Procedures Based on Recommended Conditions for Readmission	
	Good Standing / <b>No Conditions</b>	Good Standing / <b>With Conditions</b>
Three Semesters	Will be readmitted automatically if technical requirements are met (payment of outstanding fees, etc.) following written notification* of intent to return.	Must submit a written* request to return and a statement indicating that conditions for readmission have been met. Must meet with the advisor/major professor to review removal of conditions.
More Than Three Semesters** (Including Summer Semester)	Must complete application for readmission according to instructions in MSSW Admissions and Records Policies and Procedures Handbook.	Must complete application for readmission according to instructions in MSSW Admissions and Records Policies and Procedures Handbook.

\* Copies of written notification and of approved written requests must be submitted to the appropriate location and College records staff for processing.

\*\* Applications for readmission will be processed through the Admissions Office and the location Admissions Committee along with applications for admission.