

## **Voluntary Leave of Absence**

At any point in the semester, a student whose academic and placement work is in good standing may apply to the Field Education Coordinator requesting a leave of absence. However, the student may apply *only after* consulting with their Faculty Field Liaison, Field Instructor, *and* Department of Social Work academic advisor.

Students request a leave, in writing, of the Field Education Coordinator, who, in consultation with the appropriate program coordinator (BSW or MSW), will make the final determination on all requests.

Any student who requests a leave prior to the submission of the semester evaluation will not receive course credit for that semester.