

Leave of Absence from MSW Program

In accordance with the continuous enrollment policy, complete this form to request a Leave of Absence (LOA) from the MSW Program. LOA is permitted for up to one academic year, unless special permission has been granted to extend beyond that parameter. In most cases, if a student does not return within one academic year, re-application to the program is required. This form must be completed in addition to the [University Semester Leave Form](#). Additional documentation may also be required for Financial Services.

Return this form via email to:

- MSW Program Coordinator (rachel.casey@maine.edu)
- SSW Administrative Specialist (elizabeth.melusky@maine.edu)
- Manager of Field Education (erin.lovejoy@maine.edu)
- Your faculty advisor

Student Name: _____

MaineStreet ID: _____

USM E-mail Address: _____

Phone: _____

Number of MSW Credit Hours Completed To Date: _____

(available via MaineStreet Student Center by clicking on "Academic History by Subject")

Reason for Requesting LOA: _____

New Entry Term After LOA (e.g. Fall 2025): _____

(LOA is permitted for up to one academic year)

Student Signature: _____

Date: _____

Administrative Use Only:

Request Approved by: _____

Request Declined by: _____

- Student Notified
- Field Education FileMaker Updated
- Program Enrollment Spreadsheet Updated
- Form Uploaded to Student Advisor Notes

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