

## **Student Requests for a Leave or Withdrawal from the Program Policy and Procedure**

Once accepted into and matriculating in the SOPP program, a student may decide to request a leave from the program or to withdraw from the program entirely. This document provides procedures for both requesting a leave and withdrawing from the program.

Please note that, unless an unusual circumstance exists, a leave request will not be approved for any student who is subject to a hearing for termination for unsatisfactory academic performance prior to the outcome of such a hearing. Similarly, a leave will not be approved for a student who is subject to a hearing or disciplinary action in connection with alleged violation of any SOPP or University policy until the hearing has been conducted and any disciplinary action imposed. At the discretion of the Associate Deans, a student may be allowed to take a leave of absence; however, a hearing for termination may proceed while the student is on leave. In this case, the student will be afforded the full opportunity to participate in the process.

**Requesting a leave from the program:** Students may request a leave from the program for a minimum of one academic quarter to a maximum of one calendar year. In considering a request for a leave, students should realize that taking a leave from the program could, depending on the timing of the leave, result in their not receiving full credit for some coursework or a practicum placement if progress in the coursework or the practicum is interrupted by the leave. Once a student anticipates requesting a leave from the program, s/he should immediately contact the academic advisor to discuss the decision and alternative options. Once a decision has been reached, the student should complete the attached form and submit it to the Office of the Dean. If the request for a leave is approved, the student will still be required to work with the Office of the Dean and all Associate Deans to bring appropriate closure to her or his involvement in coursework, practicum and other academic, service or professional activities associated with the School and University. The student cannot accrue course or practicum credit while on leave. Leaves that begin after the university's deadline for dropping courses will result in a "W" (Withdrawal) designation being placed on the transcript for all courses. Once a student is on an approved leave, s/he is not required to maintain continuous registration in the School during the leave period and the seven year time limit to graduate with the degree will be extended for the period of the approved leave.

**Withdrawing from the program:** A student who anticipates withdrawing from the program should address the issue with the academic advisor and explore alternate options. Once a decision has been reached, the student should complete the attached form and submit it to the Office of the Dean. The student will then be required to work with the Office of the Dean and all Associate Deans to bring appropriate closure to her/his involvement in coursework, practicum and other academic, service or professional activities associated with the School and University.

