



## Personal and Medical Leave of Absence Student Guide

### Planning for a Leave of Absence

In order to prepare appropriately for a leave of absence from DU/GSSW, students are encouraged to ensure that all implications are considered in advance. Students are also encouraged to reach out to their respective financial aid contact, listed below, to discuss any part-time academic planning with their designated advisor(s). Additional considerations are listed below.

- **Withdrawal considerations:** Review the DU Registrar's [Withdrawal From DU](#) site, the Graduate Bulletin's [Student Withdrawal from the University](#), and [Things to Consider Prior to Withdrawing](#) resources.
- **Financial Aid contact for Denver Campus, Four Corners, and Western Colorado students:** Victoria Veres, Associate Director of Enrollment and Financial Aid at 303-871-2779 or [Victoria.Veres@du.edu](mailto:Victoria.Veres@du.edu)
- **Financial Aid contact for MSW@Denver students:** The University of Denver Office of Financial Aid at [finaid@du.edu](mailto:finaid@du.edu) or 303-871-4020.
  - **Important Note:** Students should be clear about the impact of withdrawal on loan repayment requirements as well as scholarships, teaching assistantships, and other forms of University aid. It is the student's responsibility to contact the appropriate financial aid office above to verify all implications before taking a leave of absence
- **Do you have the DU student health insurance (applies to Denver Campus students only)?** If so, please reach out to the [DU Health and Counseling Center](#) to identify if there will be coverage changes due to taking a leave. Contact information: [insurance@hcc.du.edu](mailto:insurance@hcc.du.edu) or 303-871-2205.
- **Are you in a field internship?** If so, please consult with your Field Liaison prior to withdrawing from field internship to discuss the best way to approach a leave with your agency. If you withdraw from field credits during a term, you may risk losing your field hours for that term. Students cannot take a leave of absence and continue in field internship, as a leave of absence is a full withdrawal from a current or future term.
- **Are you thinking about taking a leave while in the middle or end of a term?** Have you considered the option of [Incompletes](#) or a combination of course drops and Incompletes to finish the term? This option requires meeting the eligibility criteria established by DU and instructor discretion for each individual course. It is the student's responsibility to initiate these conversations and to be aware of the all DU deadlines and withdrawal timelines (e.g. [Academic, Registration, and Billing Calendar](#) and [GSSW Student Resource Portal - Registrar Calendars](#)).

### Taking a Leave of Absence – Which Type and How to Proceed?

There are two different types of leave of absence: [personal leave](#) and [medical leave](#).

## Types of Leaves:

**Personal Leave of Absence Policy:** A graduate student may withdraw from the University temporarily or permanently for non-medical reasons. Students do not need to meet eligibility criteria for this type of leave. A personal leave does not “stop the clock” on the [Time Limit for Completion of the Degree](#). Students apply for this leave through PioneerWeb (see the process outlined below) and requests are processed through the DU Registrar.

**Medical Leave of Absence and Medical Reentry Policies:** A medical leave of absence may be requested for serious mental and/or physical conditions that prevent a student from functioning successfully or safely as a member of the University community. This leave is managed through the [DU Office of Student Outreach and Support](#), 303-871-4724. Students should review the policy linked above, which lists steps, qualifications, and medical documentation requirements. The mandatory application can be found here: [Application for Medical Leave of Absence](#). As a reminder, students **do not** send this application or any medical documentation to the Graduate School of Social Work; instead students seeking a medical leave must work directly with the DU Office of Student Outreach and Support. A medical leave does “stop the clock” on the [Time Limit for Completion of the Degree](#).

**Withdrawing and taking a leave:** Students that intend to take a leave for a future term must not register during the term in question. Students who are currently enrolled during the quarter in which they intend to begin a leave of absence must first withdraw officially from all courses before proceeding. Students who fail to withdraw may be liable for full tuition and fee charges, and a failing grade may be recorded for every course for which the student is registered. Per DU policy, students must receive written approval from instructors to withdraw from their given course(s), if required per established deadlines, and send this documentation to the GSSW Registrar ([gsswregistrar@du.edu](mailto:gsswregistrar@du.edu)) within the stipulated timelines. Important dates for add/drop, instructor drop approval dates, tuition refund percentages, and registration can be found at [DU Registrar Academic, Registration, and Billing Calendar](#) and the [GSSW Student Resource Portal - Registrar Calendars](#).

- **To withdraw and submit a leave request:** Students can complete withdraw and leave of absence requests via [PioneerWeb](#) > [MyWeb](#) > [Student](#) > [Registration](#) > [Withdraw from DU](#). During the withdraw process, you will be prompted to provide additional information for the leave as applicable. A step-by-step guide for withdrawing and requesting leave can be found under “Leave of Absence” at the [GSSW Student Resource Portal - Student Resources Tab](#)

Please reach out to your Student Support Advisor, Faculty Advisor, or [GSSW.Advising@du.edu](mailto:GSSW.Advising@du.edu) with questions.

## Returning from Personal Leave

- **First step:** Contact the GSSW Office of Academic Affairs at [gsswacademicaffairs@du.edu](mailto:gsswacademicaffairs@du.edu) to initiate a return from a [Personal Leave of Absence](#). Please include your name and student ID number, specify the term the leave began and intended term (quarter and year) of reentry.
- **Second Step:** Students may be asked to participate in a reentry meeting with key departments prior to registration.

- **Field Note:** If you were looking for an internship or went on leave while in field internship, you may be required to participate in a reentry meeting before reentering field internship.
  - If you plan to begin field internship in your term of reentry, you must initiate your outreach at least **8 to 10 weeks** prior to the start of the intended term to account for reentry meeting scheduling. Failure to do so could result in a delay of placement.
  - Students on a leave for **only one term** and who would start in field in their term of reentry may be asked to delay the start of their internship.
- If the leave was longer/shorter than originally requested or if you did not complete the formal leave process, it is possible that additional forms and/or considerations will be required prior to an allowed return.

### Returning from a Medical Leave

- **First step:** If returning from a medical leave, you must complete the medical reentry process through the [DU Office of Student Outreach and Support](#) prior to returning to your GSSW program. DU Student Outreach and Support can be reached at [sos@du.edu](mailto:sos@du.edu) or 303-871-4724. Students are encouraged to review the [Medical Leave of Absence and Medical Reentry Policies](#) information provided by the University of Denver, which outlines the medical leave and reentry process and provides the appropriate forms.
- **Second step:** Once approved for reentry by the DU Office of Student Outreach and Support, you must contact the GSSW Office of Academic Affairs at [gsswacademicaffairs@du.edu](mailto:gsswacademicaffairs@du.edu) to initiate a return to GSSW. Please include your name and student ID number, specify the term the leave began and the intended term (quarter and year) of reentry.
- **Third Step:** Students may be asked to participate in a reentry meeting with key departments prior to registration.
  - **Field Note:** If you were looking for an internship or went on leave while in field internship, you may be asked to participate in a reentry meeting before reentering field internship.
    - If you plan to begin field internship in your term of reentry, you must initiate your outreach at least **8 to 10 weeks** prior to the start of the term to account for reentry meeting scheduling. Failure to do so could result in a delay of placement.
    - Students on a leave for **only one term** and who would start in field in their term of reentry may be asked to delay the start of their internship.

### Prepare for the Term

- **Meet with an Advisor:** Advisor assignments can be found through the “Student Profile” on PioneerWeb. MSW@Denver students may contact their Student Success Advisor or GSSW Professional Advising at [GSSW.Advising@du.edu](mailto:GSSW.Advising@du.edu).
  - As stated in the [GSSW Student Handbook](#), students are expected to maintain a minimum cumulative GPA of 3.0 at all times. Students who take a leave while under Academic

Probation will return under the same academic status. Academic Probation status may also impact some types of financial aid. Please contact the [DU Office of Financial Aid](#) for more information.

- **Contact Field:** Contact your appropriate field representative below to discuss when you will reenter Field Internship in your academic plan:
  - Denver Campus: contact [field@du.edu](mailto:field@du.edu)
  - MSW@Denver: contact your Placement Specialist
  - Western Colorado and Four Corners: contact the Assistant Director of your program
- **Inform the Office of Financial Aid of your intended return:**
  - Denver Campus, Four Corners, and Western Colorado students: Victoria Veres at [Victoria.Veres@du.edu](mailto:Victoria.Veres@du.edu)
  - MSW@Denver students: [DU Office of Financial Aid](#) at [finaid@du.edu](mailto:finaid@du.edu) or 303-871-4020
- **Check for Holds:** Review PioneerWeb for any active holds on your student account.
- **Prepare for Registration:**
  - Review the [GSSW Student Resource Portal - Registrar Calendars](#) and [DU Registrar Academic, Registration, and Billing Calendar](#) to find up-to-date academic calendars and registration dates. Review the [GSSW Student Resource Portal](#) for academic planning resources. Students who begin the reentry process after priority registration may have limited course options.

## Resources

- My SSP (Student Support Program) is a confidential tele-mental health support service that can offer 24/7 support at no cost to you. My SSP has counselors available who speak Spanish, Mandarin, Cantonese, Korean, Arabic, French, and English.
  - Inside the US: 866-743-7732 | International: 001-416-380-6578 | Website: [us.myissp.com](http://us.myissp.com)
  - App: Search “My SSP” on your device’s app store, download, and set up your profile.
  - Click [here](#) to learn more about My SSP
- The Writing Center: Ph: 303-871-7456 [Writing Center Website](#)
- The Research Center: Ph: 303-871-2905 [Research Center Website](#)
- Disability Services Program: Ph: 303-871-3241 [Disability Services Program Website](#)
- [GSSW Student Resources - GSSW Student Resource Portal](#)