

## WSP LEAVE OF ABSENCE AUTHORIZATION FORM

Students who find it necessary to take a leave of absence from their training program must complete and submit this form to the Washington School of Psychiatry Administrative Office at [washschool@wspdc.org](mailto:washschool@wspdc.org). Read the policy on the reverse side prior to completing this form. Please also read the refund policy if you intend on requesting a tuition refund.

Last Name	First Name	MI
Training Program Name		Year in Training Program
I have discussed my situation with the chair of my training program. <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Leave of Absence Information

Leave Start Date:  Fall     Spring    Year: \_\_\_\_\_    Leave Return Date:  Fall     Spring    Year: \_\_\_\_\_

*Note: Students may apply for a leave of absence of no more than three semesters.*

### Reason for Leave of Absence

<input type="checkbox"/> Personal	<input type="checkbox"/> Medical	<input type="checkbox"/> Financial	<input type="checkbox"/> Mental
<input type="checkbox"/> Family Emergency	<input type="checkbox"/> Job Change/Transfer	Other: _____	

### Acknowledgement of Responsibility

Please check the box indicating you have read and understand each statement below:

<input type="checkbox"/>	I understand that my request for return may be declined or that I may be required to apply for readmission into the program.
<input type="checkbox"/>	I understand that depending on my official leave date from WSP, I may have financial repercussions.
<input type="checkbox"/>	I understand that this request will be processed for the next semester (if made after the first week of the semester)
<input type="checkbox"/>	I understand that I may not be able to obtain CE credits for partially completed courses or conferences.

Student Signature: \_\_\_\_\_

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

Chair Signature: \_\_\_\_\_

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

Director Signature: \_\_\_\_\_

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

*Revised: March 31, 2022*

## WSP LEAVE OF ABSENCE POLICY

Students must sometimes interrupt their studies for one or more semesters for varying reasons (financial, academic, or personal). A leave of absence communicates to the School that the student intends to leave temporarily, with a firm and stated intention of continuing their studies at WSP. Taking a leave of absence also ensures that the student's status in their academic program of study remains active.

Students may apply for a leave of absence of no more than three semesters.

Requests for a leave of absence may occur at any time in the semester. Students who wish to file for a leave from their program must:

1. Talk with their Program Chair to understand all requirements necessary for a smooth return to WSP;
2. Submit the *Leave of Absence Authorization* form to the Program Chair; and
3. Ensure that all issues pertaining to support (e.g., supervision) are resolved.

The Program Chair will forward the form and their recommendations to the Director of Education & Membership. The Leave of Absence Authorization form will be reviewed for the appropriate tuition refunds (see Refund Policy).

Filing for a leave of absence must be approved by the Program Chair and Director of Education & Membership. Approval is granted if the decision is "in the best interests of the academic progress of the students" and a copy of the *Leave of Absence Authorization Form* is on file for the student's program and the Director of Education & Membership prior to the semester for which a leave is granted. Leave will take effect as of the date signed by the Director of Education & Membership.

During the leave, students may not participate in courses or supervision, receive significant consultation from faculty, register for any WSP program, or make significant use of School resources. If the student wishes to return to their studies before the end of the leave period, they should notify their Program Chair and request that the leave of absence be shortened.

Before the completion of a leave, the student must notify their Program Chair and the Director of Education & Membership in writing by submitting an *Application of Return*, so that the re-entry process can be initiated.

Time on a leave does not automatically extend. Extensions must be requested and approved; extensions for parenting, pregnancy, and caregiving reasons will be granted at the time of the extension request.

If a leave is denied, students may submit a written appeal to the Director of Education & Membership within 10 days of the decision or opt for withdrawal by following the withdrawal procedures.

*Revised: March 31, 2022*