

PsyD Program Extended Leave (more than 2 weeks)

If a student plans to take a longer-term leave during the semester of more than 2 weeks this form is created to help the student plan for the absence in a way that will meet the student's personal needs, academic needs as well as be ethical and ensure well-planned care to practica clients. It is important that all faculty and supervisors involved have clear communication of how work will be addressed during the student's absence. We recommend that the student begin this process as soon as they are aware of the need for an absence which are commonly needed for family leave or medical leave.

Please describe the reason for the leave?

What dates would you plan to be absent?

Students should examine what classes you would be missing during your absence. An adjustment of the ADP may be utilized to address the leave of absence. Students will need to address assignments or tests that are due during that absence by speaking with relevant supervisors and faculty. Please be aware that University policy states that missing more than 2 weeks worth of an on-campus 15 week course would typically require a withdrawal from the course. Faculty will sometimes be able to work with students to attend class by distance, or watch class recordings with relevant assignments for in-class work if an additional week or two are needed. It is the responsibility of the faculty to determine how much of their course could be missed, and made up, to still adequately demonstrate learning of the material in the course. Other options include intentionally reducing coursework with a new ADP, withdrawal, an incomplete, or In Progress (IP) for the course in keeping with Universities policies on those options. Faculty are glad to support the student is examining the best options as they balance personal and career needs.

Students should speak with their practica supervisor about missing practica work for those dates of absence. Ethical client care is the first priority in decision making. There is not a way to "make up" practica training in the PSC with extended weeks during breaks, but some external practica sites may have an option to make up practica training for an extended leave. Speak with your supervisor and faculty advisor about long-term planning for your career regarding missing practica hours of training.

If the student is a TA/RA or other program responsibilities, you should speak to your supervisor regarding an absence.

You should also email the program director to be aware of your plans and receive any information on the options regarding your absence and any program-wide events during that absence time.

After speaking with the professors for each course, your clinical supervisor, TA/RA supervisor, informing the program director, and any other supervisor relevant to responsibilities you have for the PsyD program, please describe your plans for addressing any missed work below.

Any ADP adjustment plans (attach updated ADP):

Professor/Supervisor	Plan for addressing missed work

Please ensure each supervisor/professor has accepted your plan for addressing missed work and then obtain signatures. Their signature on this form indicates they accept your plan for addressing missing work. If needed, students can have a separate form for some faculty/supervisors.

Signatures (electronic signatures accepted)	Date
Faculty for <u>each</u> course during absence:	
Clinical supervisor:	
Other relevant faculty (if applicable):	
Program Director:	

*Please note there is a leave of absence form for the University that would be needed if a student is going to be absent for a semester or longer. Check the graduate student forms with the University advising office for any University-relevant forms need in that situation.