University of Massachusetts School of Law - Dartmouth
333 Faunce Corner Road
North Dartmouth, Massachusetts 02747-1252
(508) 985-1100  fax (508) 985-1104

Change of Status Form – Leave of Absence

Before completing this form, students should meet with the Dean of Student Engagement and Professional Development, Victoria Ortiz (in person, lower level of the Law School, or by phone at 508-985-1172). An appointment is recommended.

Student Name ___________________________ Student ID# _______________ Expected Grad. Date _____
(Please print)

All students must complete the course of study within 84 months of matriculation; periods during which a student is on a leave of absence are included in the computation of this period.

You must notify the Law Enrollment Center of your intent to return prior to the indicated date of return or be deemed withdrawn from the school without further notice to you.

_____ I am requesting a leave of absence from the University Of Massachusetts School Of Law. (One year maximum leave)

_____ One Semester -- Indicate Semester _____________

_____ One Year -- Indicate Semesters _____________

If you need to make additional comments, please use a separate sheet of paper and attach it to this form.

Reason(s) for Leave:

_____ Personal   _____ Financial   _____ Medical   _____ Military   _____ Other

_________________________

NOTE: If reason is medical, please attach medical documentation. Justification is also required prior to return.

*Signature________________________ Date _____________

*By signing above, I acknowledge that I have read this form and am requesting a Leave of Absence from the University of Massachusetts School of Law-Dartmouth. I understand that this request has not been approved until all appropriate signatures have been obtained. I also understand that if I have an outstanding financial obligation, I remain responsible for payment deadline(s) regardless of whether I am enrolled at the time of the deadline.

Law Enrollment Center:

☐ Full Time  ☐ Part Time Day  ☐ Part Time Weekend

Credits ______  CGPA ________  Last Date of Class Attendance ________________________

Date School determined student withdrew _____________  Initial _____________  Date ______________

LOA Eligibility:

☐ Good Standing  ☐ Supervision

Approval:

Dean of Students Signature ___________________________ Date ______________

Probation

Approvals:

Associate Dean Signature ___________________________ Date ______________

Academic Standards Committee Signature ___________________________ Date ______________

Imposed Conditions ___________________________________________________________

Effective Date of Leave _______________ Date of Return ______________________

Cc: Student, Student File, University Registrar
Important Information

Meet with the Dean of Student Engagement and Professional Development to discuss your Leave of Absence. The Dean of Students will review your academic standing, progress, and future plans with you prior to your taking a leave of absence.

Refer to the University of Massachusetts School of Law-Dartmouth Student Handbook at http://www.umassd.edu/law/students/lawenrollmentcenter/studentformsandhandbooks

A student may, for good cause, request a leave of absence for a period no longer than one academic year.

“Good cause” includes extraordinary financial hardship; military activation; or any other situation (e.g., a serious illness suffered by the student or member of his immediate family; unexpected employment obligations imposed on a part-time student) that would substantially interfere with the student’s ability to do law school work at a satisfactory level.

Students seeking a leave of absence must fully document the relevant circumstances and attach the documentation to the request for a leave of absence.

Leaves of absence for longer terms may be granted in exceptional circumstances, such as active duty in the U.S. Armed Forces.

Students requesting a leave of absence must submit a change of status form for review by the dean of students. If the student is in good academic standing, the dean of students shall approve the leave of absence. If the student is not in good academic standing, the leave of absence must be approved by both the associate dean and the Academic Standards Committee.

The associate dean and the committee may impose additional conditions both during leave and upon return from leave which must be satisfied. The student returns after a leave of absence with the same academic status he or she had before the leave.

A leave of absence will state the duration of the leave. Students (1) who are on leaves of absence and exceed their stipulated time on leave or (2) who discontinue studies without an approved leave of absence, as described in the preceding section, will be considered to have withdrawn from the school.

The Following Departments may be affected by your taking a Leave of Absence:

Financial Aid - Please visit http://www.umassd.edu/law/admissions/lawschoolfinancialaidservices/ and review the Financial Aid Q&A to obtain information regarding the effect a Leave of Absence may have on the financial aid you have received or may receive in the future. Visit the Financial Aid office located in the Law Enrollment Center for information about reapplying for financial aid for a future semester / academic year. If you have specific questions, the Financial Aid staff will be pleased to assist you.

International Students and Scholars Center (ISSC) - Arrange to meet with the (ISSC) BEFORE you meet with the Dean of Students. The ISSC will help you to understand the impact taking a Leave of Absence may have on your VISA.

Campus Housing - Arrange with your Resident Director a day and time (required by the Housing Contract to occur 24-48 hours from your last attendance of classes) to officially checkout of your hall and turn in your key. This will help you avoid any bills for keys, improper checkout, and room or hall damages.