

Law Student Leave of Absence Form

Before completing this form, students are required to meet with the Assistant Dean of Students and review the important information found on the other side of this form.

Student Last Name	Student First Name	Student ID
Program Plan <input type="checkbox"/> Full -time <input type="checkbox"/> Part-time	Phone	Email Address

Last Semester/Year Enrolled and Effective Date

<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Enter last date attended during semester _____ OR <input type="checkbox"/> Effective after final exams
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Leave of Absence (Must select only one of the following):

<input type="checkbox"/> Medical Leave of Absence: Leaving for a semester or remainder of a semester and expect to return within one calendar year. Requires approval from a Counseling Center (emotional health reason) or Health Services (physical health reason) representative. Expected semester/year of return: _____ Counseling Ctr/ Health Serv. Representative: _____ Signature: _____ Date: _____
<input type="checkbox"/> Standard Leave of Absence: Leaving for the semester or remainder of a semester and expect to return within one calendar year. Requires approvals below. Reason for leaving the University : <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Military _____ 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 _____

By signing below, I acknowledge that I have read this form and am requesting a Leave of Absence. I certify that the last date attended listed above is accurate, and that it cannot later be changed. I understand that this request will not be processed until all required signatures have been obtained and this form is submitted to the Law Enrollment Center. Further, I understand that if I have an outstanding financial obligation, I remain responsible for payment.

Student Signature: _____ **Date:** ____/____/____

Law Enrollment Center:

Credits _____	CGPA _____	Last Date of Attendance _____
Date School determined student withdrew _____ Initial _____ Date _____		
LOA Eligibility and Approval: <input type="checkbox"/> Good Standing * <input type="checkbox"/> Probation**		
*Dean of Students Signature _____	Date _____	
**Associate Dean Signature _____	Date _____	
** Academic Standards Committee Signature _____	Date _____	
Imposed Conditions _____		

Procedure Overview: Law students who wish to take a Leave of Absence from the University must complete and submit the Student Leave of Absence Form with all required signatures indicated to the **Law Enrollment Center**.

Conditions resulting from a Leave of Absence:

- When a **Standard Leave, Medical Leave or Military Leave** occurs during a semester, the class grades are recorded as Ws on the transcript and may impact financial aid, including Satisfactory Academic Progress calculations. The student is not required to apply for readmission to the University or to pay a readmission fee as long as student returns within one calendar year. After one calendar year, the student is subject to the Law School’s readmission procedures.

Impacts of a Leave of Absence:

- **Billing:** A full or partial refund may be possible depending on the student’s last date of attendance and the University Refund Policy. The refund policy is available at <https://www.umassd.edu/law/admissions/financial-aid/policies-forms/tuition-refund-policy/>
- **Financial Aid:** Students who take a Leave of Absence before 60% of the semester is completed will have their federal and state financial aid eligibility recalculated in direct proportion to the length of their enrollment. This recalculation could result in an outstanding balance. For information, visit <https://www.umassd.edu/law/admissions/financial-aid/policies-forms/tuition-refund-policy/>
- **Housing:** If living on campus, student must schedule an appointment with their Resident Director (or RA) to officially check out of the hall and turn in the room key. This will help avoid bills for keys, improper checkout, and room/hall damages. NOTE: All housing charges will remain until the student completes a proper residence hall checkout, which includes return of room key(s), removal of all personal property, and a signed Room Condition Report (RCR). There will be no refund of housing charges after the published “no refund” date in the housing agreement each semester.
- **International Students:** Must arrange to meet with the International Student and Scholar Center BEFORE requesting a Leave of Absence. The Center will explain the impact on VISA status and the process required when returning.
- **Student Employment:** If currently working on campus, a student may NOT continue University employment.

Returning to the University:

- **Leave of Absence:** Students on a Standard or Military Leave may return by sending an email to the Law Enrollment Center at least four weeks prior to the semester of return. Students on a Medical Leave must provide documentation from a therapist to the Counseling Center (emotional health) or a physician to Health Services (physical health) at least four weeks prior to the semester of return. Upon receipt of the document, students will be required to meet with the counseling center to be cleared to return. The final approval for a Medical Leave return is determined by the director of Counseling Center or Health Services. Students on a Leave of Absence who exceed their stipulated time on leave will be considered to have withdrawn and are subject to the Law School’s readmission procedures.

Contact Information			
Standard Leave of Absence	Seek required approvals from your Associate Dean/ Asst. Dean of Students	Administrative Office/ LEC	
Medical Leave of Absence (emotional health)	Counseling Center	Auditorium Annex	508.999.8648
Medical Leave of Absence (physical health)	Health Services	Health Services Trailer	508.999.8982
Military Leave of Absence	Law Enrollment Center	LEC	508-985-1100