

Law Student Withdrawal 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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Withdrawal Type (Must select only one of the following):

<p>Voluntary Withdrawal: Withdrawing with no plans to return to the Law School.</p> <p>Reason for leaving the Law School: <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Personal <input type="checkbox"/> Medical <input type="checkbox"/> Military</p> <p><input type="checkbox"/> Transfer to _____ Law School <input type="checkbox"/> Other _____</p>
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By signing below, I acknowledge that I have read this form and am requesting a Withdrawal. 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 it 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 _____
<p>Withdrawal Eligibility and Approval: <input type="checkbox"/> Good Standing * <input type="checkbox"/> Probation** <input type="checkbox"/> more than one withdrawal**</p> <p>*Dean of Students Signature _____ Date _____</p> <p>**Associate Dean Signature _____ Date _____</p> <p><input type="checkbox"/> Withdrawal without Prejudice _____ (requires prior approval) <input type="checkbox"/> Withdrawal with Prejudice</p>
<p>Conditions of Readmission:</p> <hr/> <hr/> <hr/>

Procedure Overview: Law students who wish to withdraw from the University must complete and submit the Student Withdrawal Form to the **Law Enrollment Center**.

A student in good standing may voluntarily withdraw from the school. Voluntary withdrawal is allowed only once and is subject to the rule regarding the maximum period allowed between admission and graduation. A student who voluntarily withdraws from the school may apply for re-admission but is subject to the re-admission process.

A student (1) who is not in good standing or (2) who is in good standing and seeks to withdraw from the school more than once will be referred to the associate dean. Such a student may withdraw without prejudice only with the prior written approval of the associate dean. Such students may apply for re-admission but are subject to the re-admission procedures. If a withdrawal without prejudice is approved, the associate dean shall set forth terms of the student's re-admission. If the student fails to conform to the terms of re-admission, the withdrawal automatically converts into a dismissal from the school with prejudice.

If a student attempts to withdraw after the examination period has begun but before taking any examination, the withdrawal will take effect immediately, and no grades will appear on the student's transcript for the current semester. If a student attempts to withdraw after taking at least one examination, the withdrawal will not take effect until all of the student's grades are posted for the current semester. If the posted grades trigger an academic dismissal under section 22 of the UMass Law student handbook, the student is ineligible to withdraw from the law school, and the academic dismissal takes effect.

Conditions resulting from a Withdrawal:

- When a **Voluntary Withdrawal** occurs during a semester, the class grades are recorded as Ws on the transcript and may impact financial aid, including Satisfactory Academic Progress calculations.

Impacts of a Withdrawal:

- **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 withdraw 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 Withdrawal. 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.