

**CWSL PETITION TO  
THE VICE DEAN FOR ACADEMIC & STUDENT AFFAIRS  
LEAVE OF ABSENCE**

Student Name (print) \_\_\_\_\_  
 7-Digit Identification Number: \_\_\_\_\_  
 CWSL E-mail: \_\_\_\_\_@law.cwsl.edu  
 Cell/Telephone # \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

<b>APPROVED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  DATE _____ BY _____  <b>DISTRIBUTION:</b> <input type="checkbox"/> original to Registrar <input type="checkbox"/> copy to Admissions Office <input type="checkbox"/> copy to Business Office <input type="checkbox"/> copy to Dean of Students <input type="checkbox"/> copy to Financial Aid <input type="checkbox"/> copy to Student  <b>LEAVE TERM</b> <input type="checkbox"/> less than one year <input type="checkbox"/> one year
--

**Current Status:**  first year 1<sup>st</sup> trimester;  first year 2<sup>nd</sup> trimester student;  first year 3<sup>rd</sup> trimester student; OR  upper class student.

**Week of Withdrawal:**  before coursework begins  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>  8<sup>th</sup> week or beyond. Students granted a leave of absence after coursework begins, having paid applicable tuition, are eligible for a partial cash tuition refund of the then-current percentage of tuition based on the existing general tuition refund policy. **FINANCIAL AID RECIPIENTS: Federal regulations governing student aid may affect the amount of tuition refunds. Under federal regulations, refunds are returned to lender. The repayment cycle begins six months after the date of withdrawal.**

I request a leave of absence for the (*circle one*) Fall/Spring/Summer 20\_\_ Trimester and expect/plan to re-enroll in the (*circle one*) Fall/Spring/Summer 20\_\_ Trimester, as  a first year 1<sup>st</sup> trimester student;  a first year 2<sup>nd</sup> trimester student;  a first year 3<sup>rd</sup> trimester (part-time division only) student OR as  an upper class student. **Please (1) read Academic Policy §9.01 below, particularly subsections A & F, signing that you have done so, (2) obtain signoff from the Business Office, (3) make an appointment for an interview with the Financial Aid Office and obtain signoff from them, (4) submit this request to the Vice Dean's Office, and (5) meet with the Vice Dean if needed.** You will be notified by e-mail regarding any action taken by the Vice Dean for Academic & Student Affairs.

**Be advised that your withdrawal may affect your future eligibility for financial Aid. You should discuss this with the Financial Aid Office.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office - Tuition Refund Amount: \$ \_\_\_\_\_ Tuition Credit Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_ Signoff Date: \_\_\_\_\_ completed by (initials): \_\_\_\_\_

Financial Aid Office - Interview Date: \_\_\_\_\_ completed by (initials): \_\_\_\_\_

Comments: \_\_\_\_\_

**Give additional facts and data in support of your petition. Attach extra sheets if you need more space.**

---

---

---

---

---

---

---

---

## §1.01 GENERAL REQUIREMENTS

To be eligible for conferral of the Juris Doctor degree, a student must complete the following requirements: ...

2. Studied in residence at an accredited law school for not less than six trimesters or the equivalent thereof. This is an American Bar Association requirement. (See Section 1.02.) ...

8. Completion of all degree requirements no later than the fifth anniversary of the student's first date of matriculation if a full-time student or no later than the sixth anniversary of the student's first date of matriculation if a part-time student. (See Section 7.60.)

## §9.01 LEAVES GENERALLY

A. A leave of absence may be granted by the Vice Dean for Academic & Student Affairs at any time during the school year in case of serious illness or other emergency circumstances. Approval to take a leave of absence does not waive the requirements of Sections 1.01(8) and 7.60. See 9.01(F).

B. A second or third year student desiring to voluntarily withdraw with a right of return may do so by filing a written notice with the Registrar when approved by the Vice Dean for Academic & Student Affairs. Such a withdrawal will not prejudice the student's right to return provided the student returns within one calendar year. Re-enrollment in the school will, however, be subject to the regulations and rules in effect at the time of re-entry. See 9.01(F).

C. First year students may voluntarily withdraw under the following conditions:

1. Subject to Academic Policy 9.01(G), first year full-time students and first year part-time students who voluntarily withdraw prior to the final examination period of their first trimester have the right to be readmitted as first year entering students. First year part-time students who voluntarily withdraw prior to the final examination period of their second trimester and whose cumulative grade point average is 2.00 or above also have the right to be readmitted as first year entering students. This right to be readmitted as a first year entering student must be exercised no later than 4 years from the date of the student's withdrawal. Students readmitted under this rule must repeat all first year classes regardless of any original grades obtained. Students readmitted under this rule do not have an automatic right of readmission under Academic Policy 7.22. No student shall be allowed to withdraw and repeat any part of the first year more than once. See Section 9.01(F) for transcript content. Students matriculating prior to Fall 2017, are subject to the rule in place at the time of matriculation.

2. Subject to Academic Policy 9.01(G), first year full-time students who voluntarily withdraw prior to the final examination period of their second trimester and whose cumulative grade point average is 2.00 or above, or first-year part-time students who voluntarily withdraw prior to the final examination period of their third trimester and whose cumulative grade point average is 2.00 or above, have the right to return as first year full-time second trimester students or as first-year part-time third trimester students within one year from the date of withdrawal. Students readmitted under this rule do not have an automatic right of readmission under Academic Policy 7.22. No student shall be allowed to withdraw and repeat any part of the first year more than once. See Section 9.01(F) for transcript content. Students who do not return within one year from the date of withdrawal may apply to the Academic Affairs Committee for readmission. If the Committee grants readmission, it shall determine the standing of such a student and specify the necessary requirements for graduation.

3. Subject to Academic Policy 9.01(G), first year full-time students who voluntarily withdraw prior to the final examination period of their second trimester and whose cumulative grade point average is below 2.00 and first year part-time students who voluntarily withdraw prior to the final examination period of their second or third trimester and whose cumulative grade point average is below 2.00 have the right to be readmitted as first year entering students with the first entering class starting more than 10 months from the date of withdrawal. This right to be readmitted as a first year entering student must be exercised no later than 4 years from the date of the student's eligibility to return. The provision requiring a waiting period of 10 months from the date of withdrawal before readmission may not be waived by the faculty or the administration. Students readmitted under this rule must repeat all first year classes regardless of any original grades obtained. Students readmitted under this rule do not have an automatic right of readmission under Academic Policy 7.22. No student shall be allowed to withdraw and repeat any part of the first year more than once. See Section 9.01(F) for transcript content. Students matriculating prior to Fall 2017, are subject to the rule in place at the time of matriculation.

D. Except as set forth elsewhere in these Academic Policies, all students who voluntarily withdraw and subsequently return must meet all requirements of the class with which they graduate.

E. The Academic Policies concerning student withdrawals and visits do not waive the requirements of Sections 1.01(8) and 7.60.

F. After the first ten days of scheduled classes for the trimester, courses in which a student was enrolled at the time of voluntary withdrawal or granting of a leave of absence will appear on a student's transcript with a designation of "W" (withdrew).

G. A student may be denied readmission to the Law School if the Vice Dean for Academic & Student Affairs determines that, during the period after the student's withdrawal, the student has engaged in behavior or actions that would have precluded admission to the Law School or that interfere with or reasonably could be expected to interfere with, the educational process or the orderly operation of the Law School. This policy applies notwithstanding any Academic Policy that addresses readmission. A student may appeal such a denial of readmission to the Admissions Committee within 10 business days from the date the student receives notice of such denial of readmission. The Admissions Committee shall promptly issue a written decision with respect to any student appeal within a reasonable time. Any decision to deny a student readmission to the Law School shall remain in effect during the Admissions Committee's review of a student's appeal.