



**REQUEST FOR LEAVE OF ABSENCE OR VISITING AWAY STATUS**

**Student Information:**

Degree Program:  JD  LLM  SJD

Student's Name \_\_\_\_\_

GGU ID# or SS# \_\_\_\_\_

Address \_\_\_\_\_

Day Phone/Message Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Program enrollment status requested:**  Leave of Absence  Visiting Away

Reason for request: \_\_\_\_\_

Have you attached documentation in support of this request?  Yes  No

Are you currently enrolled in courses?  Yes  No If yes, how do you intend to resolve them?

- Complete courses
- Petition for incomplete grades (Complete separate *Petition for Incomplete Course Attempt* for each course)
- Withdraw from courses (Complete *Schedule Change Request*)

Term and year you expect to return from leave or visiting away:  Fall  Spring  Summer 20\_\_\_\_\_

**Acknowledgement of Policies:**

I have read and understand the policies on the reverse of, or attached to, this form relevant to the status I have requested.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Financial Information:** Current student account balance \$\_\_\_\_\_ [Should be \$0. If not, see Student Accounting Services.]

Have you received financial aid while at GGU?  Yes  No

If withdrawing from all courses, what date did you notify the University of your intent to withdraw? \_\_\_\_\_

Law Financial Aid Office Signature (required if you received financial aid) \_\_\_\_\_

Date \_\_\_\_\_

Law Registrar's Office Signature (required if you did not receive financial aid) \_\_\_\_\_

Date \_\_\_\_\_

**Administrative Action:**  Approved  Denied  Accommodations Notification

Comments/conditions: \_\_\_\_\_

Director for Student Services or LLM Program Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Leave of Absence and Visiting Away Policies

### Leaves

- \_\_\_\_\_ Initial 1. Students who are unable to complete a semester or unable to return for the next regular semester must submit a request for a leave of absence to the director for student services. A leave of absence will be granted only for documented, exigent circumstances of a non-recurring nature, such as acute illness of oneself or a dependent. Leaves will not be granted for academic or financial reasons. JD students who fail to comply with the policy on continuous study (see Handbook) may be administratively withdrawn from the School of Law. Students who wish to be considered for a leave of absence must be in good academic standing and must be making satisfactory academic progress.
- \_\_\_\_\_ Initial 2. Leaves of absence will be granted one or two regular terms and may not be granted for a period longer than one academic year, except in extraordinary circumstances. The year begins from the start of the first term on leave. First-year students granted leaves may be required to be on leave for a full year, due to the year-long first-year program. JD students are allowed to take only one leave of absence during their careers at GGU School of Law. Once students register for courses at the end of their leaves, they have officially returned from leave. After that, no extension of their leaves may be granted and no subsequent leaves of absence will be allowed absent extraordinary circumstances.
- \_\_\_\_\_ Initial 3. In order to extend a leave of absence, students must submit written petitions for an extension to the director for student services **before** the expiration of their original leaves. Students who wish to return to the School of Law before the expiration their leaves of absence must comply with the appropriate notice deadlines, below. Students who fail to provide timely written notice or to request an extension of a leave before the original leave expires may be denied permission to return to Golden Gate University and be administratively withdrawn.
- \_\_\_\_\_ Initial 4. Students who receive permission to take a leave of absence in the middle of a term must complete the appropriate paperwork concerning the courses in which they are enrolled, in addition to completing the leave of absence request form. For each course, students must do one of the following: (1) complete the course requirements and earn credit or a grade; (2) withdraw from the course; or (3) request an incomplete grade. The director for student services determines what options are available for which courses depending on students' individual circumstances and the nature of each course and its place in the JD curriculum.
- \_\_\_\_\_ Initial 5. When students return from leaves of absence, they must submit the *Notice of Intent to Return from Leave of Absence* form to the director for student services by the following deadlines: June 1 for Fall, October 1 for Spring, March 1 for Summer. To be considered to have officially returned from leave, a student must complete registration (i.e., pay in-full or make other arrangements to pay registration charges) by the last day of General Registration for that term. Students are well advised to consult with the Office of Financial Aid regarding deadlines for applying for aid.
- \_\_\_\_\_ Initial 6. All JD students returning from a leave of absence must receive approval of their schedules from the director for student services before being permitted to register. The director also may require documentation to show that the conditions necessitating the leave (medical or otherwise) have been resolved.
- \_\_\_\_\_ Initial 7. JD students who have completed a minimum of two semesters and who are on leaves of absence during the spring semester nonetheless will be evaluated for good standing at the end of that spring semester. JD students who return from leave are evaluated for academic standing following the completion of the first semester back from leave.
- \_\_\_\_\_ Initial 8. JD students who decide not to return from approved leaves of absence must submit a *Withdrawal from Law School* form. JD students who do not return from their leaves by the third semester after the start of their leaves will be administratively withdrawn, and a notation regarding administrative withdrawal will be made on their transcripts.
- \_\_\_\_\_ Initial 9. JD students who voluntarily withdraw from the Law School, or who are administratively withdrawn for any reason, must reapply for admission and be readmitted as entering first-year students before they may enroll in Law School courses again. Readmission of JD students who previously withdrew from Golden Gate is unusual. No assurances can be given that such students will be readmitted in the future. Students who withdraw are encouraged to take a minimum of two years to resolve any issues which led to withdrawal or to prepare academically to succeed in law school. If students are readmitted, the courses they completed previously will not count towards their new JD degree programs. In other words, students who are readmitted must start their JD degree programs from the very beginning. However, their prior academic history will continue to appear on their transcripts and will be considered in the review process for readmission to the law program. No statements or oral representations by any member of the Golden Gate University School of Law faculty, staff, or administration can alter the effects of these policies.

### Visiting Away

- \_\_\_\_\_ Initial 10. JD students who receive permission to visit away at another law school must submit a *Request for Transfer of Units to JD Program* form to the Law Student Services Office prior to the beginning of the term. Students who visit away must have their official transcripts sent from their host schools back to GGU Law School in order to have the units transferred back.
- \_\_\_\_\_ Initial 11. While on leave or visiting away, students must submit written notice of any change of address or telephone number to the Law School's Registrar's Office. If the Law School is unable to contact students on leave for more than 60 business days, the Law School reserves the right to administratively withdraw those students from the Law School without further notice.