

**CWSL PETITION TO
THE VICE DEAN FOR ACADEMIC AFFAIRS OR VICE PRESIDENT OF STUDENT LIFE
LEAVE OF ABSENCE**

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

APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE _____ BY _____ DISTRIBUTION: <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 LEAVE TERM <input type="checkbox"/> less than one year <input type="checkbox"/> one year
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Current Status: first year 1st trimester; first year 2nd trimester student; first year 3rd trimester student; OR upper class student.

Week of Withdrawal: before coursework begins 1st 2nd 3rd 4th 5th 6th 7th 8th 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 1st trimester student; a first year 2nd trimester student; a first year 3rd 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 or Vice President of Student Life's office, and (5) meet with the Vice Dean or Vice President of Student Life.** You will be notified by e-mail regarding any action taken by the Vice Dean for Academic Affairs or the Vice President of Student Life.

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.)

§1.02 RESIDENCE REQUIREMENT

A student must study for not fewer than three academic years (six trimesters) in residence at this or some other American Bar Association accredited law school. Under the ABA standards, an academic year is defined as no fewer than 130 class days, i.e., 65 class days a trimester. Six trimesters of 65 class days each constitute the three required academic years. Thus, under the trimester system, a student can graduate in two calendar years by completing three trimesters (one and one-half academic years) per calendar year. Summer sessions at other law schools cannot be used to accelerate graduation since those summer sessions are not normally 65 class days in length. However, prorata residence credit may be obtained, allowing students to carry a lighter unit load in subsequent trimesters at CWSL. Residence credit is determined by whether the student is enrolled in the full-time or part-time division. For policies governing changing divisions, see Section 3.01. Questions about residence requirements should be directed to the Vice Dean for Academic Affairs or Vice President of Student Life.

§9.01 LEAVES GENERALLY

A. A leave of absence may be granted by the Vice Dean for Academic Affairs or Vice President of Student Life 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 Affairs or Vice President of Student Life. 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 who voluntarily withdraw prior to the final examination period of their first trimester, and first year part-time students who voluntarily withdraw prior to the final examination period of their second trimester, 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.

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. Students who matriculated prior to August 2014 are governed by the dual GPA requirements (Major GPA and Cumulative GPA) applicable to first year students as set forth in the Academic Policies in effect at the time of their enrollment.

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 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 one year 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 one year 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.

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 Affairs or Vice President of Student Life 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.