

LEAVE OF ABSENCE OR VISITING AWAY HIATUS REQUEST

Student Information:

Degree Program: JD LLM SJD

Student's Name _____

GGU ID# or SS# _____

Email Address _____

Day Phone/Message Number _____

Hiatus Request:

Program enrollment hiatus status requested (Check only one.): Leave of Absence Visiting Away

Term(s) and year(s) you are requesting a leave of absence or visiting away (Check and complete all that apply.):

Fall Spring Summer 20____ Fall Spring Summer 20____

Reason for request: _____

Have you provided documentation to Law Student Support in support of this request? Yes (Documentation filed.) No

Term and year you expect to return from leave of absence or visiting away: Fall Spring Summer 20____

Current Term Enrollment:

Are you enrolled in courses for the current term? Yes (See next question.) No

If yes, how do you intend to resolve the courses? (Check all that apply.)

- I will complete (have completed) some or all courses.
- I will petition for incomplete grades. (Submit separate *Petition for Incomplete Course Attempt* form for each course.)
- I will withdraw from some or all courses. (Submit separate *Registration Request* form.)

If you will not complete your current courses, what was (will be) your last date of class attendance? _____

Financial Information:

Current student account balance \$_____ (Should be \$0. If not, consult with Student Accounting Services.)

Have you received financial aid while at GGU? Yes No (If so, consult with Financial Aid Office.)

Acknowledgement of Policies:

I have read and understand the policies on the reverse of, or attached to, this form relevant to the hiatus status requested. I further understand that I must submit written notification of any change of address, email, or phone number to the Registrar's Office. If the Law School is unable to contact me during my leave or visit away for more than 60 business days, I may be administratively withdrawn from the Law School without further notice.

Student's Signature _____

Date _____

Administrative Action: Approved Denied Accommodations Notification

Comments/conditions: _____

Director/Associate Dean for Law Student Support or LLM Program Director's Signature _____

Date _____

Leave of Absence and Visiting Away Policies

Leaves of Absence:

- _____ 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 associate dean or director for Law Student Support. 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 Student 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 for **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.
- _____ Initial
3. In order to extend a leave of absence, students must submit written petitions for an extension to the associate dean or director for Law Student Support **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 taking 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 associate dean or director for Law Student Support determines which options are available for each course depending on students' individual circumstances and the nature of each course and its place in the JD curriculum. Students should consult with the Financial Aid Office regarding the impact of withdrawing or taking an incomplete grade in the middle of a term; federal regulations may require students to return portions of loan money received.
- _____ 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 associate dean or director for Law Student Support by the start of priority registration for the term in which the student intends to return from leave. Delays in completing this step may affect the availability of courses and/or the timing of financial aid disbursements. 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 should consult with the Financial Aid Office 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 associate dean or director for Law Student Support before being permitted to register. Law Student Support 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 are on a leave of absence during the spring semester will be evaluated for academic standing following the completion of the first fall or spring semester back from leave. Evaluation for continuing scholarships may be affected by the timing of a leave of absence. Students should consult with the Financial Aid Office regarding scholarship questions.
- _____ Initial
8. JD students who decide not to return from approved leaves of absence must submit *Withdrawal from Law School* forms. 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 again in law school courses. Readmission of JD students who previously withdrew from Golden Gate is extremely unusual, and no assurances can be given that such students will be readmitted. In most cases, JD students who are readmitted must restart their JD degree programs from the very beginning; units earned previously at GGU or other ABA-accredited law schools typically will not be applied toward graduation requirements. 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. ABA Standard 311(b) mandates that a JD be completed no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit, except in extraordinary circumstances.

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 Support 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.