

## Information About Leaves of Absence and Withdrawals from the College of Law

*If you are considering withdrawing or taking a leave of absence from the school, read this document very carefully before submitting your withdrawal or request for a leave of absence.*

### What is the College of Law's policy regarding withdrawals and leaves of absence?

#### *Voluntary Withdrawal*

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[UNT Dallas Policy 7.006](#) covers voluntary withdrawal. Withdrawal is a formal process. If a student decides to withdraw during a semester or during a summer session, he or she must complete the formal withdrawal process in order to withdraw in academic good standing. Students considering withdrawal should consult with the Registrar to ascertain the specific steps. If a student is considering withdrawal and believes that he or she might return, the student should consider the option of a leave of absence.

#### Return after Voluntary Withdrawal

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If a student withdraws *in the first semester* of law school and seeks to return, he or she must go through the admissions process with the applicants for admission. If a student withdraws *after the first semester* and seeks to return, the Associate Dean for Academic Affairs may approve the request to return. Factors bearing on whether the request will be granted include the reasons for withdrawal and the student's level of academic success before the withdrawal.

#### Leave of Absence

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Upon a proper request, a student may be allowed to take a leave of absence for reasons of finances, health, or other personal reasons. Students considering a leave of absence should consult with the Associate Dean for Academic Affairs. To receive a leave of absence, the student must complete a leave of absence request and the Associate Dean for Academic Affairs must approve it. The Associate Dean will advise the student about the conditions and timing by which return might be available. When a student is on a leave of absence and is considering returning to the College of Law, the student should contact the Registrar at least three (3) months before the registration period for the term in which the student plans to return.

## **Which one is right for me?**

If you wish to return to UNT Dallas College of Law (COL) after an absence of one or more semesters, a leave of absence is probably appropriate for you. If your future plans do not include completing further study at the law school, an official withdrawal is the route you should take.

## **How do I qualify for a Leave of Absence?**

To qualify for a leave of absence, a student must obtain the approval of the Associate Dean for Academic Affairs.

## **What if I withdraw and later decide I want to return?**

If you withdraw and later decide you want to return, what happens depends on whether your withdrawal occurred during your first semester or after you completed your first semester. If you withdraw during your first semester, you must reapply and, if admitted, restart law school as a new student. If you withdraw after your first semester, you must obtain the approval of the Associate Dean for Academic Affairs in order to return as a student with advanced standing. If the Associate Dean denies approval, you may reapply and, if admitted, restart law school as a new student.

## **What do I do next?**

Fill out the Withdrawal or Leave of Absence form then follow the directions on the Registrar's Official Forms page on how to download and sign the form. If you are taking a leave of absence, send your Leave of Absence application to the Registrar's Office by emailing it to [lawregistrar@untdallas.edu](mailto:lawregistrar@untdallas.edu). The Registrar will forward your application to the Associate Dean for Academic Affairs.

## **How does a leave of absence or a withdrawal affect my academic record?**

Students who submit a withdrawal form or leave of absence request before "the last day to withdraw from a class with a grade of W" (as noted in the academic calendar) will receive non-punitive "W" grades in their current classes. Students who submit a withdrawal form or leave of absence request after "the last day to withdraw from a class with a grade of W" will receive earned final grades in any course they have completed in the term prior to the leave of absence or withdrawal from the COL. The academic record of a student who leaves after the term is over is not affected in any way. A student who must leave the COL after the "last day to withdraw from a class with a grade of W" for severe medical or other documented emergency reasons may request an appeal to this deadline by writing by submitting this form to the Associate Dean of Academic Affairs. The form should be accompanied by appropriate documentation (such as medical records, a letter from a treating physician or counselor, or documentation of a family medical emergency) and will be decided on a case-by-case basis.

## **What about my finances?**

Taking a leave of absence or withdrawing might have a significant impact on your financial aid. For tuition, the usual percentage charges apply to students who leave before the end of the semester. The date a withdrawal form or leave of absence request is received by the designated office (listed above) is the effective date of the withdrawal or leave of absence. The effective date will be used in determining eligibility for non-punitive "W" grades and for calculating tuition charges. Students who are receiving financial assistance either through loans or scholarships must have a conference with the financial aid office before applying for a leave of absence or a withdrawal to determine how an interruption in their education will affect their aid status. Federal law often dictates that aid money be returned if the term is not completed and that can leave students with unexpected account balances owed to the COL.

## **What if I have additional questions about the policy or how it applies to me?**

Make an appointment with the Associate Dean for Academic Affairs to discuss your individual situation. You may email Dean Fountaine at [Cynthia.fountaine@untdallas.edu](mailto:Cynthia.fountaine@untdallas.edu) for an appointment.

## APPLICATION FOR LEAVE OF ABSENCE or WITHDRAWAL

*Students receiving financial assistance must confer with the COL Financial Aid Office before applying for a leave of absence or withdrawal.*

Instructions: Complete both pages of this form, sign it digitally and email to the Office the Registrar at lawregistrar@untdallas.edu.

Name: \_\_\_\_\_ ID# \_\_\_\_\_  
(Last) (First) (Middle)

Contact information:

\_\_\_\_\_  
Address (Street number or P.O. Box) (City) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
(Home Number) (Cell Phone Number)

- I have read the College of Law Policy on Voluntary Withdrawals and Leaves of Absence.
- I have consulted with financial aid about the impact of a withdrawal or LOA on my financial aid (required if you are receiving financial aid. *Signature required below*).

**Are you voluntarily withdrawing or requesting a leave of absence? Check only one of the following options:**

- I am voluntarily withdrawing from the College of Law** and understand that in order to return I will need to (a) reapply and be admitted to restart as a first year student if I am in my first semester; or (b) obtain the approval of the Associate Dean of Academic Affairs to return if I have completed one or more semesters.
- I am requesting a Leave of Absence.** If you check this box, you must complete the application for a LOA below and obtain the approval of the Associate Dean of Academic Affairs.

I wish to apply for a Leave/Withdrawal from the following Fall Spring Summer Year

I wish to request a leave of absence/withdrawal:  
 Immediately  At the end of the \_\_\_\_\_ semester or \_\_\_\_\_ summer session.  
(semester) (year) (year)

The last day I attended classes was \_\_\_\_\_.

If you are requesting a Leave of Absence, please state briefly your reasons. If you prefer not to state your reasons on this form, you may meet with the Associate Dean for Academic Affairs to discuss your Leave of Absence application in person.

If you are requesting a Leave of Absence, when do you plan to return to the COL: \_\_\_\_\_  
Semester and year

New Expected Graduation Date: JAN MAY AUG YEAR

Do you have an ID card to return? YES NO

Are you receiving Financial Assistance? YES NO  
(If Yes, please see the Financial Aid Representative in the COL Registrar's Office before completing this form. Signature required below.)

Are you receiving Veteran's Benefits? YES NO

I understand that if I do not return from my Leave of Absence or request an extension by \_\_\_\_\_, my account will be made inactive. If I wish to re-enroll, I will need to submit a Petition for Re-Admission to the Associate Dean of Academic Affairs.

I understand that for the purposes of financial aid eligibility and tuition and fees calculations, the effective date of leave/withdrawal is the date this form is received in the COL Office of the Registrar.

Applicant's Full Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean for Academic Affairs

Denied: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Dean for Academic Affairs