



# LEAVE OF ABSENCE REQUEST FORM

(complete, sign, and email form to: [LawStudentServices@scu.edu](mailto:LawStudentServices@scu.edu))

Name:

Campus ID:

Year:

1L 2L 3L 4L  
FLEX JD LLM

Permanent Address:

Non-SCU e-mail address:

Cell phone number:

Semester that you will be on leave:

Semester that you will return:

Taking a Leave of Absence may impact financial aid eligibility and may result in additional and immediate financial liability due to required adjustments to aid and tuition.

- ☐ Students receiving financial aid and/or scholarships must meet with a Law School Financial Aid Counselor.

Financial Aid Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the full-time JD program must meet with Sr Associate Dean or Delegate in the Law Student Services Office.

Dean or Delegate signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the Flex JD program must meet with the Director of the Flex JD Program.

FLEX JD Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the full-time JD or FLEX JD program must meet with Law School Registrar or Assistant Registrar in the Law Student Services Office.

Law Registrar or Assistant Registrar signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students enrolled in the SCU sponsored health insurance plan should contact Tammy Oh, Cowell Health Insurance Coordinator at (408) 554-2379 or email [toh2@scu.edu](mailto:toh2@scu.edu).

International students on an F-1/J-1 visa must meet with an International Student Services advisor prior to submitting the form to Law Student Services.

- ☐ Met with an ISS Advisor on: \_\_\_\_\_

- ☐ N/A

## REASON FOR REQUESTING A LEAVE OF ABSENCE:

Any law student considering requesting a leave of absence, and receiving financial aid, should consult with the [Law Financial Aid Office](#) to determine how their financial aid will be affected.

Registered students in good academic standing may petition for a leave of absence for up to one year. The Leave of Absence request form should be submitted to the senior assistant dean for student services. Full or partial tuition will be assessed, depending on the requested date of the leave. Students on leave of absence are expected to register for the term immediately following the expiration of the leave. Returning students should contact the Student Services Office prior to the registration period to ensure that they have a registration appointment. Returning students are required to meet with a faculty advisor in the Office of Academic and Bar Success within the first month of the semester.

A student who takes a leave of absence after receiving a grade of "C" or lower in any course offered as a Fall one-semester course during the first year must retake the one semester course upon his or her return. Upon completion of the repeated course, the grade and units earned replace the initial grade and units in the GPA calculation, although the initial grade and units will still appear on the transcript and a transcript notation will indicate that the course has been repeated.

After a leave of absence has been granted, if a student does not return by the date specified, the law school may permanently withdraw the student. A student will not be readmitted without submission of an application for admission that will be reviewed by the appropriate faculty committee.

I \_\_\_\_\_ understand it is my responsibility to meet with Law Admissions and Financial Aid to discuss the impact of my leave of absence on financial aid eligibility and repayment of my student loans.

I understand that I will have to return all unearned aid to the University, per federal student aid regulations.

I understand I am responsible for paying any balances owed to the University and/or the federal government resulting from any loss of aid eligibility.

I also have read and understand the Leave of Absence policy listed in the law school bulletin <https://law.scu.edu/student-services/school-of-law-student-bulletin/> and will comply.

Student Signature:

Date:

Approval Signature:

Date: