

Application for Leave of Absence (LOA)

Students must request in writing a leave of absence from the School of Law from the Associate Dean for Academic Affairs. The request must include an explanation of the circumstances. In addition, this form must be completed and submitted to the Law School Registrar's Office no later than the end of the next working day after the Associate Dean for Academic Affairs signs this form. Failure to do so will constitue an unauthorized withdrawal and failing grades will be recorded. The length of a leave of absence varies but may not exceed two calendar years. Procedures for being readmitted vary, depending on your status at the time of withdrawal and are covered in the online School of Law Bulletin and Handbook of Policies at https://lawschool.umm.edu/academics/common/docs/bulletin-handbook-policies.pdf and Admission's policies and procedures at https://lawschool.umm.edu/academics/index.html Students who withdraw from The University of New Mexico School of Law within the first three weeks of the semester will receive a full refund of tuition and fees. However, for students receiving financial aid, (loans, scholarships, grants, etc.) a calculation is done to determine the amount of aid that must be returned to the Law School and the University. The following offices must be contacted, and signatures secured on this form prior to taking a leave of absence. Applicant, please contact the below listed staff members and obtain their signature of taking and eave of absence. Applicant, please contact the below listed staff members and obtain th	Student ID #:(9-digits	Name:	(Please print)	Semester:	
depending on your status at the time of withdraval and are covered in the online School of Law Bulletin and Handbook of Policies at https://lawschool.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf and Admission's policies and procedures at https://lawschool.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf and Admission's policies and procedures at https://lawschool.unm.edu/academics/ondex.html Students who withdraw from The University of New Mexico School of Law within the first three weeks of the semester will receive a full refund of tuition and fees. However, for students receiving financial aid, (loans, scholarships, grants, etc.) a calculation is done to determine the amount of aid that must be returned to the Law School and the University. The following offices must be contacted, and signatures secured on this form prior to taking a leave of absence: Applicant, please contact the below listed staff members and obtain their signature on this form. Once one signature is obtained, forward the document to the next staff members and obtain their signature on this form. Once one signature is obtained, forward the document to the next staff members and obtain their signature on this form. Once one signature is obtained, forward the document to the next staff members and obtain their signature on this form. Once one signature is obtained, forward the document to the next staff members and obtain their signature on the Registrar who will contact the the last staff member os signature is obtained. Bonnie Stepleton, Dir. of Student & Career Services stepleton@law.unm.edu Signature Signature Date Steven Homer, Associate Dean of Academic Affairs homer@law.unm.edu Signature Signature Date Ernest S. Tafoya, Registrar tafoya@law.unm.edu	Students must request in w The request must include a Law School Registrar's Of	riting a leave of absence from n explanation of the circumst fice no later than the end of the	n the School of Law from the A ances. In addition, this form m he next working day after the A	ust be completed and submitted to the Associate Dean for Academic Affairs	
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