Application for Leave of Absence (LOA)

Student ID #: _____ **Name:** _____ **Semester:** _____
(9-digits) (Please **print**)

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 constitute 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.unm.edu/academics/common/docs/bulletin-handbook-policies.pdf and Admission's policies and procedures at https://lawschool.unm.edu/admissions/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 on this form. Once one signature is obtained, forward the document to the next staff member. The Associate Dean of Academic Affairs should be the second to the last staff member to sign. Once this is done, the Associate Dean will forward this form to the Registrar who will contact the applicant and email a final completed copy (containing all signatures) to the student.

Melanie Fritzsche, Dir. of Student & Career Services mfritzsche@law.unm.edu	_____ Signature	_____ Date
Renee Ferrell, Dir. of Admissions & Financial Aid ferrell@law.unm.edu	_____ Signature	_____ Date
Ryan Barber, Manger Information Technology rybarber@unm.edu	_____ Signature	_____ Date
Steven Homer, Associate Dean of Academic Affairs homer@law.unm.edu	_____ Signature	_____ Date
Ernest S. Tafoya, Registrar tafoya@law.unm.edu	_____ Signature	_____ Date

Estimated Return Date/Semester: _____

NOTICE: Applicant, it is your responsibility to contact the Registrar's Office at LSregistrar@law.unm.edu no less than **45** days in advance of the foregoing estimated return date/semester. This will give us ample opportunity to discuss return processing, plan accordingly, and get you enrolled in a timely manner.

It is my intention to take a leave of absence (LOA) and withdraw (drop) from my currently enrolled courses at the UNM School of Law. I understand that I am responsible to withdraw (drop) from all my currently enrolled classes via my student Loboweb account or via manual drop form(s) provided by the Registrar's Office as applicable, and that today's date will be the date used for purposes of calculating charges and refunds. If a balance is owed, I understand that it is now due and payable to the UNM Bursar's Office. I also understand that my UNM SOL email account will remain active during this LOA and will be cancelled if I do not return on the foregoing estimated return date/semester.

Student signature: _____ **Date** _____

Student personal **email** address: _____ **Phone** _____