



Application for Leave of Absence (LOA)

Banner ID: _____ Name: _____ Semester: _____

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 approval signature (below). 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, and grants) 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 it 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.

- Bonnie Stepleton, Dir. of Student & Career Services
stepleton@law.unm.edu
Signature _____ Date _____
Renee Ferrell, Temporary Financial Aid Officer
ferrell@law.unm.edu
Signature _____ Date _____
Ryan Barber, Manger Information Technology
rybarber@unm.edu
[Clicker returned to IT? Y ___ N ___]
Signature _____ Date _____
Renee Ferrell, Director of Admissions
ferrell@law.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 LRegistrar@law.unn.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 withdraw from the UNM School of Law. I understand that I am responsible for withdrawing from all of my classes via my student Loboweb account, and that today's date will be the date used for purposes of calculating charges and refunds. Should a balance be owed, I understand that it is now due and payable. I also understand that my UNM SOL email account will be cancelled within 24 hours of submission of this form.

Student's signature: _____ Date _____

Student's personal email address _____ Phone _____