



# PEPPERDINE

## Caruso School of Law

### LEAVE OF ABSENCE/WITHDRAWAL REQUEST FORM

Student Name: \_\_\_\_\_ ☐ 1L ☐ 2L ☐ 3L ☐ LLM ☐ MDR ☐ Cert. MDR

CWID #: \_\_\_\_\_ ☐ Online MLS ☐ Online MDR ☐ Online LLM

Student Email: \_\_\_\_\_ Date: \_\_\_\_\_

I am seeking to (choose one): ☐ Leave of Absence ☐ Withdraw from the program

\*Please note, if you are currently enrolled in courses and need to be dropped/withdrawn, you will be required to complete the Add/Drop form and submit it with this form for processing.\*

Reason (select all that apply): ☐ Health Issues ☐ Financial ☐ Deployment ☐ Other \_\_\_\_\_

Terms of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_ List current courses and professors: \_\_\_\_\_

Please carefully review the Academic Policy:

<https://community.pepperdine.edu/law/academics/academic-policies.htm>

**LEAVE OF ABSENCE POLICY:** Students must complete a Leave of Absence (LOA) form for any term, including summer, in which the student does not wish to enroll. The request must be made every semester. If it is beyond the add/drop period, the student will receive a "W" on his/her transcript for each class dropped.

**WITHDRAWAL FROM PROGRAM POLICY:** Students who withdraw from the JD program must reapply through admissions to the program if they wish to continue at a later date. Upon withdrawal, you will no longer be considered an active student with Pepperdine Caruso School of Law.

**REGISTRATION:** Students permitted to take a LOA should contact the Academic Dean to discuss registration as early as possible prior to the return term.

Have you met with the Financial Aid Office to inquire about how a change will impact your financial aid package?

☐ YES ☐ NO - please do so as soon as possible

If you have on-campus housing, have you contacted the Housing Department to notify of your departure?

☐ YES ☐ NO - please do so as soon as possible

**TUITION, SCHOLARSHIPS, AND LOANS:** When a leave of absence is granted after the start of classes, a tuition refund may be issued based on the date courses are dropped. Please go to the Academic Calendar for more information.

*I have read the above information and understand the policies regulating leave of absences, withdrawal, registration, and tuition refunds.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of Anticipated Return

\_\_\_\_\_  
Associate Dean for Academic Affairs

\_\_\_\_\_  
Date