

# PEPPERDINE | CARUSO

## SCHOOL OF LAW

### LEAVE OF ABSENCE/WITHDRAWAL REQUEST FORM

Student Name: \_\_\_\_\_ 1L \_\_\_\_\_ 2L \_\_\_\_\_ 3L \_\_\_\_\_

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

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

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, students will ordinarily receive a tuition refund 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

\_\_\_\_\_  
Vice Dean for Academic Affairs and Student Life

\_\_\_\_\_  
Terms approved

\_\_\_\_\_  
Date