

UIC JOHN MARSHALL LAW SCHOOL



Leave of Absence Policy

- 1. Policy scope:** For purposes of this policy, “leave of absence” or “leave” refers to the permission granted to a student, before the beginning of a semester or term and after following the procedures set forth in this policy, to leave UIC John Marshall Law School temporarily, with the intent to return to the Law School and complete the student’s degree requirements.

This policy does not apply to:

- a student who seeks a leave of absence from the Law School to fulfill U.S. Military or other national-defense service obligations (see Section 4 below); or
 - an involuntary suspension of a student in connection with a disciplinary matter (see UIC Student Disciplinary Policy).
- 2. Circumstances warranting leave:** Students must have completed a semester of academic study to be considered for a leave of absence.

Students are not permitted to commence a leave of absence in the middle of a semester or term.

The Law School will grant a leave of absence only in extraordinary circumstances, such as

- birth, adoption, or care of a child, for up to one year;
- serious health condition of the student;
- serious health condition of the student’s immediate family member (or other person with whom the student has a similarly close relationship)¹; or
- extended jury duty.

Leave for military service is governed by University policy (see Section 4 below).

- 3. Procedure for obtaining leave:** To obtain a leave of absence, a student must complete a Leave of Absence form, which is available on the Law School

¹ Examples include spouses, partners, fiancé(e)s, children (including step- or foster), parents, siblings, and grandparents.

Registrar Office's [webpage](#), and obtain the approvals of each administrator required in the form.

The Vice Dean ordinarily will refer any request for a leave of absence exceeding one year in length, or any request for leave from a student who has already taken a leave of absence, to the Academic Affairs Committee for a recommendation.

If the request for leave is granted, the Law School Registrar's Office will respond to the student in writing, setting forth the period of approved leave and any conditions associated with the leave. A copy of the written approval and the Leave of Absence form will be placed in the student's file.

If a student stops attending all classes without notifying the Law School, the student will be treated as having withdrawn from the Law School as of the date the student last attended class and may be prevented from resuming studies without applying for readmission (see Withdrawal from School policy).

A leave of absence by or affecting a student on an F or J visa may affect the student's status to remain in the United States. Such students must meet with their international student adviser as part of the process for obtaining a leave.

- 4. Military leave of absence procedure:** Students seeking leave to fulfill U.S. Military or other national-defense service obligations should contact the Veteran's Registration Coordinator in UIC's Office of Records and Registration to coordinate a formal leave of absence from the University. Students should also contact Student Veteran Affairs in UIC's Office of the Dean of Students, which assists veterans receiving educational benefits from the Department of Veterans Affairs.

For additional details, including contact information, see the UIC Office of the Registrar Policies and Procedures regarding [Graduate Students Leaving for and Returning from U.S. Military Service](#).

Although this policy does not apply to military leaves, students coordinating such leaves are strongly encouraged to keep the Law School Registrar's Office updated on the student's status.

- 5. Financial aid:** Students receiving financial aid are required to meet with the Law School's Executive Director for Financial Aid to discuss how a leave of absence will affect the student's financial aid and Satisfactory Academic Progress. A student whose leave of absence exceeds 180 days may be treated as having withdrawn from the Law School for financial aid purposes. See the rules on withdrawal set forth in the Financial Aid section of UIC's Undergraduate Catalog.
- 6. Pending investigations:** If the Law School approves an application for leave for a student while charges or investigations against the student are pending, the

proceedings may continue after the student commences the leave of absence, or the proceedings may be suspended and a letter placed in the student's file outlining the charges and status of the proceedings.

- 7. Returning to the Law School:** Before returning from a leave of absence, students must complete a Request to Re-Enroll Form and make any amendments to the student's initial application for admission required by the Law School's Amendments to Admission Application policy. The Request to Re-Enroll Form is available on the Law School Registrar's Office [webpage](#).

Any student who fails to follow the conditions of an approved leave or who exceeds the term of an approved leave must petition the Vice Dean for Academic Affairs in writing for readmission to the Law School. The letter must fully explain the reasons for the failure to comply with the terms of the leave. The Vice Dean may grant the petition, grant with conditions, deny the petition, or refer the matter to the Academic Affairs Committee for a recommendation.

Students returning from leave while on academic probation should consult with the Vice Dean for Academic Affairs about how the leave has affected the student's probation period.

Returning JD students must complete all degree requirements within 84 months of matriculating (60 months in the case of returning LLM and MJ students), counting all periods of leave or withdrawal. These time limits are subject to extension in extraordinary circumstances, as provided in the Time Limits for Degree Completion policy.

Interim administrative policy adopted August 19, 2019.

Cross references: Tuition Refund; Amendments to Admission Application; Time Limits for Degree Completion; Withdrawal from School; Leave of Absence Form; Request to Re-Enroll Form; UIC Student Disciplinary Policy; UIC Undergraduate Catalog; UIC Office of the Registrar Policies and Procedures relating to Graduate Students Leaving for and Returning from U.S. Military Service