

UIC JOHN MARSHALL LAW SCHOOL



Withdrawal from School Policy

- 1. Policy scope:** For purposes of this policy, “withdrawal” refers to a student dropping all registered credits in a given semester or failing to register for any credits in a semester without obtaining an approved leave of absence. A student who has withdrawn from UIC John Marshall Law School is no longer considered a student at the Law School.

This policy does not apply to:

- a student who withdraws from the Law School to fulfill U.S. Military or other national-defense service obligations (see Section 3 below);
 - involuntary withdrawal of a student in connection with a disciplinary matter (see UIC Student Disciplinary Policy);
 - involuntary withdrawal due to a student’s academic dismissal (see Probation and Academic Dismissal Policy);
 - an approved leave of absence; or
 - a student dropping a course while remaining registered in other courses for the semester (see Course Drop policy).
- 2. Withdrawal procedure:** To withdraw, a student must complete a Withdrawal form, available on the Law School Registrar’s Office’s webpage and obtain the approvals of each administrator required in the form. A copy of the completed withdrawal 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If a student stops attending all classes without notifying the Law School, the student will be treated as having withdrawn as of the date the student last attended class.

A withdrawal 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 advisers as part of the withdrawal process.

- 3. Military withdrawal procedure:** Students withdrawing 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 formal withdrawal 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 withdrawals, students coordinating such withdrawals are strongly encouraged to keep the Law School Registrar's Office updated on their status.

- 4. Tuition and fees:** Withdrawals are subject to the rules for tuition refunds set forth in the University's [Tuition Refund policy](#).
- 5. Financial aid:** Students receiving financial aid are required to meet with the Law School's Executive Director for Financial Aid to discuss how withdrawal will affect the student's financial aid and Satisfactory Academic Progress. However, regardless of whether a student follows the procedures required in this policy, a student receiving financial aid who withdraws may be responsible for a complete or partial repayment of disbursed funds for the semester or term from which the student is withdrawing. See the rules on withdrawal set forth in the Financial Aid Section of UIC's Undergraduate Catalog.
- 6. Transcript:** If a student withdraws after the add/drop deadline for the semester in which the student is enrolled, the student will receive "W" grades on the student's transcript, and the transcript will contain the notation "Withdrew." However, if a student withdraws after the deadline to receive a "W" grade, the student will receive "WF" grades on the student's transcript. If a student withdraws after having taken a final examination or completed a final paper or project in a course, the grade for the course will be posted on the student's transcript. "Withdrew" will appear as a notation on the student's transcript, regardless of when the withdrawal occurs.¹
- 7. Pending investigations:** If the Law School receives a notice of withdrawal from a student while charges or investigations against the student are pending, the proceedings may continue after the student withdraws, or the proceedings may be suspended and a letter placed in the student's file outlining the charges and status of the proceedings.

¹ However, the transcripts of incoming students who withdraw before the add/drop deadline will not include a notation, since these students do not have any courses transcribed.

8. **Reapplication:** Absent extraordinary circumstances, student who either (i) withdraws before completing a semester of academic study or (ii) seeks to return to the Law School two or more years after withdrawing must re-apply to the Office of Admission as a new student. Regular deadlines for admission and all other admissions policies apply. Readmission is not automatic.
9. **Readmission:** A student who withdraws after completing one or more semesters may petition the Vice Dean for Academic Affairs in writing within two years of the date of withdrawal for readmission. The petition letter should fully explain the reason for leaving the Law School and indicate the student's intent and ability to return to their studies. 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. The Vice Dean may require documents, such as a doctor's note, that indicate the student is ready and able to return to school.

If readmitted, before the semester begins, a student 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](#).

Readmitted JD students must complete all degree requirements within 84 months of matriculating (60 months in the case of readmitted 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 revised August 19, 2019.

Cross references: Course Drop; Probation and Academic Dismissal; Amendments to Admission Application; Time Limits for Degree Completion; Withdrawal 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; UIC Tuition Refund Policy; UIC Office of the Registrar Term Withdrawal policy