

UIC JOHN MARSHALL LAW SCHOOL



Leave of Absence Form

This form is to be used to petition for a Leave of Absence from UIC John Marshall Law School.

Student Information

Student Name:

Student ID Number:

Law School Email:

Leave of Absence: A student on an approved, voluntary leave of absence continues to be considered a student at UIC John Marshall Law School, but is not enrolled in classes during the semester(s) in which the student is on an approved leave, with the intent to return to the Law School and complete their degree requirements. Please review the [Leave of Absence Policy](#) for more information on voluntary leave of absence eligibility and U.S. Military or other national-defense service obligations.

All students seeking to take a voluntary leave of absence from UIC John Marshall Law School must receive approval. Students seeking a voluntary leave of absence should first contact Student Life at StudentLife@jmls.edu. Once it is determined that petitioning for a voluntary leave of absence is an appropriate avenue, the student must begin the "Leave of Absence Form" and the student must schedule a meeting with the Office of Financial Aid at FAO@jmls.edu to discuss the impact of a leave of absence on satisfactory academic progress and financial aid eligibility. After meeting with the Financial Aid Office the student must submit their completed form and all supporting documentation to the Vice Dean for Academic Affairs for review.

If, instead of petitioning for a leave of absence, a student seeks to withdraw fully from UIC John Marshall Law School, the student should review the [Withdrawal Policy](#) and [Withdrawal Form](#) for more information.

***If you are on an F or J visa sponsored by UIC John Marshall Law School, PLEASE NOTE** a leave of absence 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 leave.

Last term completed: Fall Spring Summer Year

Indicate term of intended return: Fall Spring Summer Year

Reason for Leave of Absence (select all that apply):

Medical

Military – DO NOT COMPLETE THIS FORM. Please refer to the Military leave of absence procedure with the [Leave of Absence Policy](#).

Other:

Please list the supporting documentation that you have included (attach additional pages if necessary):

Authorizations:

Office of Student Life:

Signature

Date

Financial Aid Office:

Signature

Date

***International Student Advisor (if on an F or J visa):**

Signature

Date

I request a leave of absence from UIC John Marshall Law School with the understanding of the following:

- I will need to go through a re-enrollment process to return. In order to request to re-enroll, I will complete the [Request to Re-Enroll Form](#) and submit the form and any required documents to AcademicServices@jmls.edu.
- If I do not re-enroll during my term of intended return, I will be administratively withdrawn from UIC John Marshall Law School in accordance with the [Withdrawal Policy](#).
- I understand that I must complete my degree requirements within the published timeframe in the [Time Limits for Degree Completion Policy](#).
- I understand that withdrawing might have a financial impact on my financial aid and school health insurance benefits. I understand that if I withdraw within the timeframe when I receive a 100% refund of tuition and fees (see https://registrar.uic.edu/financial_matters/refund_schedule.php), my CampusCare enrollment will be cancelled and fees refunded; it is no longer an option for me to remain in CampusCare. If I withdraw within the timeframe when I receive at most a partial refund, I will be responsible for the semester CampusCare premium and I will maintain enrollment in the annual policy unless I am still eligible to submit a waiver request. I will also be charged a \$50 CampusCare fee.
- I am responsible for any funds owed to the School as a result of any return of funds to lender required by my leave of absence. In the case of my leave of absence resulting in a refund, I understand that my refund, if any, will first be returned to the appropriate lending agencies, in accordance with current federal regulations any residual funds will be returned to me at a later date.

Student Signature

Date

After meeting with all appropriate offices, please submit this signed form and supporting documentation to the Vice Dean for Academic Affairs to initiate your leave of absence request. The student's completed form must then be submitted to the Law School Registrar's Office.

Petition Decision (letter attached):

Approved in full

Denied in full

Partial approval with conditions

Vice Dean for Academic Affairs:

Signature

Date

Office Use Only

Law School Registrar's Office:

Received Date

Processed Date

Initials