

CHARLESTON SCHOOL OF LAW

Withdrawal from All Courses: Information and Request Form

Students must read, initial each page, and complete the request form before a request for a Withdrawal from All Courses can be processed.

Overview

Students who wish to withdraw from all courses during a semester or session and who wish to resume studies at the School of Law for the subsequent semester, must have the prior written approval of the Associate Dean following the procedures set forth below. The Associate Dean will also advise students on any academic consequences of withdrawing, such as the availability of courses during the semester the student expects to return to the Law School.

Typically, only students in good academic standing may request permission to withdraw from all courses during a semester or session. In addition, barring exigent circumstances, a request to withdraw from all courses for the current semester or session will not be considered during the last week of classes or during the exam period.

Note: Students should also be aware that withdrawing from courses may have financial aid impact and should consult with the Director of Financial Aid. For more information about Federal Student Aid and the Return of Title IV Aid Calculation, students should read the section on **Return of Title IV Funds** in the **Financial Aid Information** section of the Catalog.

For refund purposes, if applicable, students should consult the **Refund and Cancellation Policy** located in the Financial Information section of the Catalog.

1. Process and Procedures for Withdrawing from All Courses

After consulting with the Associate Dean and within two (2) business days, students should complete the *designated form* located either in the Office of the Registrar or on the webpage. Failure to complete the necessary paperwork within two (2) business days will result in the student being administratively withdrawn from the law school as of the student's last actual date of attendance. Please see below about readmission following an administrative withdrawal.

- a. To ensure proper processing, the form must be dated and should provide the reason for the student's withdrawal, as well as the date the student anticipates returning to the school. Students may submit the form either to the Office of the Registrar or to Academic Affairs.
- b. If the form is submitted to the Office of the Registrar, the form will be given to the Associate Dean without delay.¹
- c. If the form is submitted to another department or office at the Law School, that department or office must forward the form to Academic Affairs immediately so that the processing may begin without delay.

¹ Please note the date on the form and the date the form is received by Academic Affairs or the Office of the Registrar may be different dates. In addition, if the request for withdrawal is approved, the student's last date of attendance may be different from the date of approval, the date on the form or the date the form is received.

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- d. Once all the documentation has been received, the Associate Dean will review and then will notify the student in writing (including but not limited to email notification and/or mailed letter) the status of the withdrawal request.
- e. A copy of the final determination for the requested withdrawal will be maintained in the student's academic file. If withdrawal is granted, the student's transcript will reflect that he or she withdrew from all courses for the particular semester, and will include a notation regarding the reason for the withdrawal. For example, the transcript for a student who has requested and been granted withdrawal for medical reasons will have the notation "Withdrawn – Medical." The grade of "W" will be entered for all courses as well.²
- f. If the withdrawal request is denied, the student is expected to continue with courses. Failure to do so will result in the student being administratively withdrawn as of the student's last actual date of attendance. Please see below about readmission following an administrative withdrawal.

2. Readmission following an Approved Withdrawal

Following an approved request for withdrawal, a student may resume law studies for the subsequent semester upon approval of the Associate Dean. If a student wishes to take an LOA for the subsequent semester, the student should follow the procedures listed under the **Leave of Absence** section of the Catalog. Any student in good standing who discontinues his or her attendance for more than two regular semesters shall be deemed to have terminated his or her studies from school and must apply to return to the Law School through the Office of Admission.

² The W grade confers no credit and is not calculated in the student's cumulative grade point average.

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Withdrawal from all Courses

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

I am requesting to withdraw from all courses for the _____ semester _____ year.

Reason for Request: _____

When do you anticipate returning to the Charleston School of Law? _____

Please initial the below statements indicating that you have read and understand them:

- I have read and understand the *Withdrawal Overview*, the *Process and Procedures*, and *Readmission Following an Approved Withdrawal*.
- I understand that any questions about financial aid must be addressed by the Office of Financial Aid.
- I understand that any library materials (replacement cost of item plus \$20.00 processing fee) must be returned before my leave and, any financial obligations must be settled with the Charleston School of Law **before** academic transcripts can be released or before I am allowed to return to the law school.
- I understand that I will not have locker or mailbox access during any leave of absence and that I must remove any locker and mailbox contents within 10 calendar days of approval of my request. If any locker or mailbox contents remain after these 10 days, they will be considered abandoned property and will be disposed of by the law school.

Student's Signature: _____ Date: _____

Office Use Only:

Notification Received by (Academic Dean) _____ Last date of Attendance: _____

Date of approval/denial: _____ Student notified: _____

Notification provided on _____ (date):

Financial Aid _____ Admissions _____ IT _____ Student Affairs _____

Business Manager _____ Accounting _____ Library: _____