



Application for Leave of Absence (LOA)

Banner ID: _____ Name: _____ Semester: _____

Students must request in writing a leave of absence from the School of Law from the Associate Dean for Academic Affairs. The request must include an explanation of the circumstances. In addition, this form must be completed and submitted to the Law School Registrar no later than the end of the next working day. Failure to do so will constitute an unauthorized withdrawal and failing grades will be recorded.

The length of a leave of absence varies, but may not exceed two calendar years. Procedures for being readmitted vary, depending on your status at the time of withdrawal and are covered in the School of Law Handbook of Policies and Procedures and UNM School of Law Admission’s policy.

Students who withdraw from The University of New Mexico School of Law within the first three weeks of the semester will receive a full refund of tuition and fees. However, for students receiving financial aid, (loans, scholarships, and grants) a calculation is done to determine the amount of aid that must be returned to the law school and the University.

The following offices must be contacted and signatures secured:

Bonnie Stepleton, Director of Student & Career Services

Signature Date

Diana Reynoso, Law School Financial Aid Officer

Signature Date

Chad Covey, Manger Information Technology
[Clicker returned to IT? Y ___ N ___]

Signature Date

David Pallozzi, Director of Admissions

Signature Date

Camille Carey, Associate Dean of Academic Affairs

Signature Date

Ernest S. Tafoya, Registrar

Signature Date

Estimate Return Date/Semester: _____

It is my intention to withdraw from the UNM School of Law. I understand that I am responsible for withdrawing from all of my classes using Lobo Web, and that today’s date will be the date used for purposes of calculating charges and refunds. Should a balance be owed, I understand that it is now due and payable. I also understand that my UNM SOL email account will be cancelled within 24 hours of submission of this form.

Student’s signature: _____ Date _____

Student’s permanent email address _____ Phone _____