

LL.M. EXECUTIVE TRACK- OPTION A WITHDRAWAL NOTICE

SPRING 20___ SUMMER 20___ FALL 20___

Name: _____ Cal ID #: _____
Last First Middle

Contact Address: _____
Street, Apt # City State Zip

Contact Phone: _____ Email: _____
Area Code Number

FOR INTERNATIONAL STUDENTS (F AND J STATUS) ONLY:

Before you submit this form, it is essential that you consult with the Berkeley International Office (BIO) to ascertain if withdrawing will jeopardize your immigration status and your permission from INS to be in the United States. You must obtain the signature of a BIO adviser, indicating that BIO has been consulted and has pre-approved the withdrawal. International students in F or J immigration status who withdraw without a prior BIO consultation and prior immigration approval from BIO may face deportation and exclusion from re-entry as a student by the INS.

BIO Comments: _____

BIO Adviser: _____ Date: _____

REASON FOR WITHDRAWAL:

____ MEDICAL (UHS APPROVAL) ____ PERSONAL
____ PARENTAL LEAVE (see page 2 for details) ____ RESERVIST CALLED TO ACTIVE DUTY
____ RESEARCH: _____ ____ OTHER: _____

DATE EFFECTIVE: _____

DO YOU PLAN TO RETURN: No ____ Yes ____ What semester and year? _____

Students who fail a degree requirement course must re-take the course in order to graduate. As such, they must re-enroll for the next term in which that course is offered and must pay the tuition for that entire term. Please be aware that some degree requirement courses are only offered once a year, which means students must come back the following year to re-take the course they failed.

FINANCIAL AID (to be completed by Law School Financial Aid Advisor):

Fellowship/Grant? No ____ Yes ____ Sponsor/Agency: _____

Traveling: Fellow/Grant No ____ Yes ____ Sponsor/Agency: _____

Loan: No ____ Yes ____ Sponsor/Agency: _____

Financial Aid Advisor: _____ Date: _____

STUDENT SIGNATURE: _____ **DATE:** _____

Your withdrawal rights are governed by the LL.M. Executive Track Option-A academic rules on withdrawal that are attached. By submitting this form, you attest to your understanding of those rules.

RETURN TO 270 SIMON for the following approvals:

ADVANCED DEGREE PROGRAMS OFFICE: _____ Date: _____

DEAN OF STUDENTS: _____ Date: _____

REQUIRED APPROVAL – MUST BE OBTAINED BY ALL PERSONS SEEKING TO WITHDRAW FROM THE UNIVERSITY.

DEAN OF STUDENTS – All law students.

ADDITIONAL APPROVAL – MAY BE REQUIRED:

MEDICAL DIRECTOR, STUDENT HEALTH SERVICE (Room 2100, Tang Center) – Required of all students who withdraw due to illness and who wish to request a refund of fees.

INTERNATIONAL STUDENT ADVISER (International House) – Required of all F-1 or J-1 visa holders.

FINANCIAL AID OFFICER – Required of all students receiving financial aid.

VETERANS SERVICES (120 Sproul Hall) – Required of all students receiving benefits from the Veterans Administration of the California Department of Veterans Affairs.

BILLING AND PAYMENT SERVICES (140 University Hall) – An exit interview is required of all students with outstanding University loans.

IMPORTANT NOTICE REGARDING FEES

Students withdrawing are liable for the full amount of fees assessed at the time of withdrawal. Health Service fees and Class Pass fees are non-refundable.

Policy on Parenting Leave with Re-enrollment

A student who chooses to take a leave of absence due to pregnancy, childbirth, and/or to care for and bond with their newborn child or a child placed with the student for adoption or foster care shall be granted a Parenting Leave for up to one academic year (two semesters). This leave must be taken no later than twelve months after the child's birth or adoption/placement. If there is a medical reason for a longer absence, an extension of leave may be granted for a total of up to two academic years (four semesters).

A student must have registered for the semester during which the leave will be taken, or the semester immediately preceding the beginning of the period of leave requested. If a student commences a leave during a semester in which they are enrolled, that semester shall be counted as one of the semesters of leave granted under this policy.

An international student wanting to take Parenting Leave must first consult with the Berkeley International Office (BIO) regarding implications for visa requirements.

Restrictions: A student on Parenting Leave shall not be eligible to work academically with faculty and shall not be eligible for campus employment, fellowships, or financial aid. A student on Parenting Leave shall remain eligible for campus email services, library privileges, campus housing, and voluntary purchase of health insurance (subject to applicable conditions of the providers of such benefits).

Dissemination and Training: Notice of this policy and its provisions shall be disseminated to graduate students, faculty, and staff, by email or other technologically appropriate media designed to ensure wide dissemination, and the policy shall be posted on the relevant Graduate Division website that is accessible to the public. A copy of this policy shall be made available to faculty, staff, and employees during onboarding, orientation, and/or training. This policy shall also be made available to all graduate students attending required orientation sessions

Grievance Process: This policy supplements the written policies of the University of California, Berkeley, for graduate students on pregnancy and parenting discrimination and accommodations. To report complaints of discriminations under Title IX or this policy, contact the Office for Prevention of Harassment and Discrimination (“OPHD”) and the campus’ Title IX Office at ask_ophd@berkeley.edu.

LL.M. Executive Track- Option A Cancellation, Withdrawal, and Refund Policy

LL.M. Executive Track- Option A students may *cancel* their enrollment in the program *before* the first day of the first class in spring, by informing the Advanced Degree Programs Office. Students may *withdraw* from the program *at any time* by submitting this withdrawal form to the Registrar's Office (270 Simon).

- If the cancellation notice is received in writing *before* the first day of the first class of the spring semester, or the withdrawal form is received *before* the first day of the first class of summer semester or fall semester, all fees for that term, except the deposit in spring, are fully refundable.
- If the withdrawal form is received no later than one week *after* the first day of the first class of the current semester, the LL.M. Program Fee for that term is fully refundable minus a \$1,000 withdrawal fee, and also minus the deposit in spring.
- If the withdrawal form is received *before* the student completes the first class of the current semester (i.e., before the date of their first exam), 50% of the LL.M. Program Fee for that term is refundable, minus the deposit in spring.
- If the withdrawal form is received *on or after* the last day of the first class of the current semester (i.e., on or after the date of their first exam), no refund will be issued.

The \$1,000 deposit paid by students when accepting their offer of admission is non-refundable under any circumstance. For the spring term, the Document Management Fee is non-refundable after the first class begins. For the summer term, the Campus Fee, Class Pass Fee, and Health Insurance Fee are non-refundable after the first class begins. Payments received by the University of California, Berkeley, are non-transferable to any other semester or program.

Note: Class Pass and Health Insurance Fees are usually billed every semester a student is enrolled and are non-refundable during the spring and fall terms, however, students enrolled in the LL.M. Executive Track- Option A program do not pay for these fees during the spring and fall while they are studying online.

If the student has been awarded a scholarship and cancels or withdraws before the student completes the first class in a term (i.e., before the date of their first exam), the scholarship award will be revoked and any scholarship disbursement will be removed from the student's CalCentral account. If the student has been awarded a scholarship and withdraws after the last day of the first class in a term (i.e., on or after the date of their first exam), the scholarship disbursement will remain on the student's CalCentral account for that term and any prior terms.

Exceptions: The Advanced Degree Programs Office may make exceptions to the refund deadlines based on medical issues, death in the family, call to military service, or other extenuating circumstances. Proof will be required to consider any exceptions to the refund deadline. Exceptions must also be approved by the Berkeley Law Dean, and decisions on requests for exception are final. The Advanced Degree Programs Office and the Dean reserve the right to approve or deny requests for exception to our cancellation, withdrawal, and refund policy deadlines. Requests for exception should be submitted to adpoffice@law.berkeley.edu. Any refunds granted as an exception to the above policies will be subject to the \$1,000 withdrawal fee.

B. Readmission

I. Procedures

Former LL.M. Executive Track Option-A students who have withdrawn and who wish to re-enter the Law School should apply for readmission to the Dean of Students, stating the date of withdrawal and providing a brief statement of activities in the interim, a record of all further studies undertaken, and such other information as may be requested for proper consideration of the application.

II. Criteria

- (a) A student who withdraws while in good academic standing after completing the first semester will normally be readmitted if his or her application for readmission is made within a reasonable time after withdrawal.
- (b) The Executive Track Option-A program is comprised of three consecutive semesters: one spring, one summer, and one fall. Therefore, a student who withdraws from spring is only eligible to return the following spring. A student who withdraws before completing their summer semester is only eligible to return the following summer. A student who withdraws from fall is only eligible to return the following fall.

21.3 Restrictions

Under no circumstances may an LL.M. Executive Track Option-A student who has withdrawn be readmitted to the Law School after three years from the start of the semester in which he or she began.