



# **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](mailto:ask_ophd@berkeley.edu).

## **LL.M. Executive Track- Option B Voluntary Withdrawal and Readmission Policy**

### **A. Withdrawal**

#### **I. Between Semesters**

An LL.M. executive track- option B student enrolled in the Law School may voluntarily withdraw from the School between semesters, by filing with the Dean of Students a Notice of Withdrawal, which should be accompanied by a statement of reasons or circumstances causing the withdrawal.

#### **II. During the Summer Term**

During the first and second summer semester, a student will be allowed to withdraw before completing three quarters only in exceptional circumstances and with the prior approval of the Dean of Students.

III. A student may elect to withdraw for any reason. Such leaves may not be taken more than once at the election of the student. A student may apply to the Dean of Students to withdraw for a second time, but such withdrawal will only be granted based upon a demonstration of exceptional circumstances by the student. Students who leave the Law School after a second voluntary leave must re-apply to the Law School as new applicants to the Law School. The granting of a second leave or re-admission to the Law School may be conditioned upon a student's demonstration that issues which caused the student academic difficulty, or documented instances of inappropriate behavior prior to leaving the Law School, have been effectively addressed by the student.

### **B. Readmission**

#### **I. Procedures**

Former LL.M. executive track- option B 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 summer will normally be readmitted if his or her application for readmission is made within a reasonable time after withdrawal.

(b) A student who withdraws during the first summer is only eligible to return the following summer semester.

### **21.3 Restrictions**

Under no circumstances may an LL.M. executive track- option B 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.