

# WITHDRAWAL NOTICE

FALL 20\_\_

SPRING 20\_\_

Name: _____			Cal ID #: _____		
Last	First	Middle			
Contact Address: _____					
Street, Apt #		City	State	Zip	
Contact Phone: ____ (____) ____ - _____			Email: _____		

**FOR INTERNATIONAL STUDENTS (F AND J STATUS) ONLY:**

Before you submit this form, you must consult with the Berkeley International Office (BIO) to ascertain if withdrawing will jeopardize your immigration status and your permission from DHS 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 risk serious consequences to their current immigration status or future applications for re-entry to the US.

BIO Comments: \_\_\_\_\_

BIO Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVANCED DEGREE OFFICE (LLM/JSD ONLY):** \_\_\_\_\_ 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? \_\_\_\_\_

**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: \_\_\_\_\_

**DEAN OF STUDENTS:** \_\_\_\_\_ Date: \_\_\_\_\_

I understand that, under the rules of the faculty and the ABA, I must complete my JD degree no later than five years after I commenced study at Berkeley Law or at the law school from which I transferred. JD students may withdraw one or two times for any reason, provided they complete their JD degree within the five years. Similarly, with permission of the Dean of Admissions, 1Ls may receive up to two deferrals provided they begin their studies no later than two years after their admission date. Any deferrals I receive from the Admissions Office count towards my two permitted withdrawals. If I withdraw during my 1L year without completing any classes, my withdrawal will count as one deferral. If I readmit and again do not complete any classes, it will count as a second deferral. Once I reach a total of either two deferrals or two withdrawals (or one of each), I must reapply through the regular admissions process.

**STUDENT SIGNATURE:** \_\_\_\_\_ **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:**

**DEAN OF ADMISSIONS** – If you are a first semester 1L student and you want to request to return the following fall, you must request a deferral from the Dean of Admissions by December 15th of the year you withdraw.

**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).