

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Withdrawing from Southwestern

Administrative policy.

Revision history: Formerly a part of the Registration Policies and Procedures; established as a standalone policy in December 2024; technical edits made in May 2025.

Related policies: Academic Policies and Procedures; Registration Policies and Procedures; Return of Title IV Funds Policy; Student's Right to Cancel and Tuition Refund Policy; Administrative Withdrawal Policy; Student Honor Code; Code of Student Professionalism and Conduct; Student Health-Related Leave of Absence and Return Policy; Grading and Scholastic Honors Policy; Attendance Policy; Academic Disqualification, Academic Probation, and Academic Improvement Program Policies; SCALE Program Policies; Master of Laws Program Policies

Scheduled Review Date: July 2025 (Registrar's Office; Student Services Office)

A. Purpose

The purpose of this policy is to establish clear guidelines and procedures for students who wish to withdraw from Southwestern Law School. It also addresses situations in which Southwestern may involuntarily withdraw the student. The policy aims to ensure a fair and transparent process for students while maintaining academic integrity and Southwestern's standards.

B. Eligibility for Withdrawal

1. Voluntary withdrawal

A student may voluntarily withdraw from Southwestern at any time during their academic program. Voluntary withdrawal includes situations where a student decides to leave the program for personal, academic, or other reasons.

2. Involuntary withdrawal

In cases where Southwestern deems it necessary, Southwestern may initiate an involuntary withdrawal. Grounds for involuntary withdrawal may include academic disqualification, violating the Student Honor Code or Code of Student Professionalism and Conduct, failing to adhere to attendance requirements,

failing to provide college transcripts showing undergraduate degree completion, failing to return from a leave of absence as scheduled, and other circumstances determined by Southwestern's administration.

C. Withdrawal Procedures

A student who wishes to withdraw from Southwestern voluntarily must submit a written request to the Student Services Office. The written request must include the student's full name and student identification, reason(s) for withdrawal, and proposed effective date of withdrawal.

Upon receiving the withdrawal request, the Student Services Office will provide the student with information about any financial implications, academic consequences, and the process for returning any Southwestern property, including library materials and identification cards. The effective date of withdrawal will be (i) the date Southwestern receives the withdrawal request or (ii) if later, the date the student indicates on the withdrawal request.

D. Academic and Financial Implications

1. Academic consequences

A student who voluntarily withdraws from Southwestern before the end of a grading period (e.g., semester, quarter, etc.) will receive a "W" grade for each course in which they are enrolled. The "W" grade does not affect the student's GPA. A student who is involuntarily withdrawn due to academic misconduct may receive "F" grades for the affected courses, which will be factored into their GPA.

Withdrawing from Southwestern does not prevent Southwestern from issuing a grade or any resulting academic determinations for a completed term or course.

2. Financial implications

Tuition refunds, if applicable, will be determined based on the Student's Right to Cancel and Tuition Refund Policy in effect at the time of withdrawal. A student who received financial aid or scholarships should consult with the Financial Aid Office to understand the impact of withdrawal on their financial aid package or scholarship eligibility.

3. Other consequences

Withdrawing from Southwestern does not prevent Southwestern from continuing its investigation of an open matter (e.g., under the Student Honor Code, Code of Student Professionalism and Conduct, Title IX, etc.) or issuing sanctions.

E. Readmission

A student who has voluntarily withdrawn from Southwestern may apply for readmission through Southwestern's regular admissions process. If the student is academically disqualified, or if Southwestern learns after the withdrawal that a student violated a Southwestern policy or code, the student may apply for readmission if they are eligible. The Admissions Office will provide reapplication procedures and deadlines.

If Southwestern involuntarily withdraws a student, the student may not be eligible to apply for readmission.

If a student is readmitted as a first-year student after a voluntary or involuntary withdrawal, the grades that the student received at Southwestern before the withdrawal or that the student earned and Southwestern issued after the withdrawal will be listed on their transcript as part of their academic record. The unit credits, however, will be removed, and the student's grade point average will start anew. Students should confer with the Financial Aid Office about how and whether the readmission impacts their ability to receive student financial aid.

F. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.