



College of Law Registrar's Office | 201 Beggs Avenue | Orlando, Florida 32801

Office: (407) 254-3279

Fax: (407) 254-3221

Email: RegistrarCOL@famuedu

Petition for Leave of Absence or Withdrawal

This form is to be used if you are (i) withdrawing from the University, (ii) withdrawing from ALL of your classes for the current semester/term, or (iii) requesting a Leave of Absence for a future semester/term. Withdrawal request are to be submitted by published deadline to receive "W" grade(s). After the deadline you must submit a retroactive withdrawal form. There is no refund of fees for withdrawn courses. Leave of Absence is considered for One semester, Two semesters or Two semesters & a Summer.

PERSONAL INFORMATION (complete all information)

Form with fields: NAME, DATE, iRattler STUDENT ID #, PHONE NUMBER, FAMU EMAIL ADDRESS, DIVISION, No. of CREDITS COMPLETED, CITY/STATE/ZIP, MAILING ADDRESS, Financial Aid Recipient, VA Benefits Recipient.

TYPE OF REQUEST (please select the applicable request and proper documentation must accompany this form)

- Leave of Absence for Future Term: Fall 20, Spring 20, Summer 20
Term Withdrawal (withdrawing from all courses this semester/term by the published deadline and will resume my studies during the next required semester/term of enrollment). Last Date of Attendance:
University Withdrawal (withdrawal from all courses by published deadline or transferring and will only resume studies at FAMU Law if re-apply and am readmitted.) Name of Transfer Law School: Last Date of Attendance:

Petition for action Effective Semester and Year: Fall 20, Spring 20, Summer 20

Select Reason for Withdrawal or Leave of Absence from drop down menu:

NOTE: Federal Regulations require this office to inform all appropriate University departments and Veteran Affairs of your intent to withdraw or take Leave of Absence from this institution. This action could affect your current and future federal financial aid award(s).

Student's Signature

Date

(By signing I understand that I am liable for ALL FEES incurred to date)

SECTION BELOW TO BE COMPLETED BY FAMU REPRESENTATIVES

Form with fields: Signature for Associate Director of Financial Aid, Date; Signature for Associate Dean for Student Svc. & Adm, Approved, Denied, Date; Signature for College of Law Registrar, Date.

Please submit completed form with all supporting documentation