GENERAL INFORMATION FOR UVIC LAW STUDENTS ABOUT “STOP OUTS”

LAW FACULTY REGULATIONS AND POLICIES:

The Faculty’s regulations provide that students who have completed first year may temporarily withdraw from their studies for a single period of up to 2 years or on more than one occasion not exceeding a cumulative total of two years. The most relevant regulation reads as follows:

Upon successful completion of first year, a student may, with the permission of the Dean or Faculty, stop out of the J.D. program for a single period not exceeding two academic years, or on more than one occasion not exceeding a cumulative total of two years. [Note: The Associate Dean exercises the authority of the Dean and Faculty under this regulation.]

ADMINISTRATIVE REQUIREMENTS AND CONSIDERATIONS:

(1) **Contact the Associate Dean as Soon as Possible**: Students who wish to stop-out under the above regulation must notify the Associate Dean as soon as possible and formally request permission to stop-out. Although the regulations do not specify the grounds on which permission is to be granted or denied, the student’s reasons for wishing to stop-out should be stated in the application for permission. In practice, permission to stop-out is usually granted as long as the application is made in a timely fashion and the student is in good standing academically. It is important that the Associate Dean know as soon as possible when someone wishes to stop-out because the Faculty must maintain enrollment levels and absent students are replaced through the admission of transfer or visiting students. **Co-op students must also discuss stop-out plans with the Co-op Coordinator.**

(2) **Keep the Law School Advised of Your Plans**: Students who have been granted permission to stop out must keep the Associate Dean advised of any possible changes in plans. For example, a student who initially intends to stop-out for one year but who later wishes to extend the stop-out must contact the Associate Dean for authorization to do so. Co-op students must also keep the Co-op Coordinator advised in this regard.

(3) **Deregister From Courses You Won’t Be Taking**: As soon as your plans to stop-out are firm, you must de-register from any courses that you may have registered for that will be held during your stop-out. (In other words, fairness to other students demands that you do not unnecessarily hold on to course registrations!)
(4) **Re-Registration is Your Responsibility:** It is **your** responsibility to keep in touch with administrative staff regarding the timing of the course registration process that is relevant to your return. You must ensure that all your fees have been paid or you will not be allowed to access WEBREG. Under current practices, information about course registration, timetables, etc. is posted on the web-site in January or February. These policies and timeframes are subject to change and it is your responsibility to keep yourself informed in this regard.

(5) **Effect of Stop-Outs On Scholarships:** Stopping-out may render you ineligible to receive scholarship funding because University regulations generally require that a student be returning to the Faculty in the next session. This regulation applies only to scholarships, not to course prizes, and exemptions may sometimes be granted. If you think this regulation may affect your situation, consult the Associate Dean.

(6) **Effect of Stop-Outs On Bursaries:** If you have applied for or been awarded a bursary for any portion of the academic session of which you are now planning to stop-out (e.g. you attended the Fall term and had planned to attend the Spring Term, but will be “stopping-out” of the Spring Term) contact the Faculty’s Financial Aid Officer to discuss the effect of the stop-out on your bursary funding. Note in particular that stopping out will likely mean that some part of your bursary will be “clawed back”.

(6) **Health Insurance Coverage:** Stopping out may affect your health insurance coverage. You should contact the UVic Students Society - Terry Tan at 721-8355 - to be sure you are aware of how the health coverage system works in your circumstances.

View the Faculty of Law regulations on stopping out in the academic calendar at:  
[http://web.uvic.ca/calendar/FACS/FoLa/ReIn.html#TempWR](http://web.uvic.ca/calendar/FACS/FoLa/ReIn.html#TempWR)