



**Office of the Associate Dean
Academic and Student Relations**

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GENERAL INFORMATION FOR UVIC LAW STUDENTS ABOUT “STOP OUTS”

LAW FACULTY REGULATIONS:

Please read the Faculty’s regulation on temporary withdrawal (stop out) and reregistration at <https://web.uvic.ca/calendar/undergrad/law/registration.html#1039638>.

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. **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: As soon as your plans to stop out are firm, you must de-register from any courses within the stop out timeframe. In fairness to other students, 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 register. Registration for winter session (i.e. fall and spring terms) is in June and for summer session is in March.

(5) Effect of Stop Outs On Scholarships: Stopping out may render you ineligible to receive scholarship and in-course prize funding because University regulations generally require that a student be returning full time to the Faculty in the next session. If you think this regulation may affect your situation, consult the Associate Dean or Student Awards and Financial Aid (<https://www.uvic.ca/registrar/safa/contact/index.php>).

(6) Effect of Stop-Outs On Bursaries: If you have applied for or have been awarded a bursary for any portion of the academic session of which you are now planning to stop out, contact the Faculty's Financial Aid Officer (lawfao@uvic.ca) to discuss the effect of the stop out on your bursary funding. Stopping out will likely mean that a part of your bursary will be withdrawn.

(7) Health Insurance Coverage: Stopping out may affect your health insurance coverage. Please contact the UVic Students Society (uvssinfo@uvss.ca; 250-721-8355) to determine the impacts of stopping out on your health coverage system.