

Career Offices' Leave of Absence Policy

The career offices provide services to current students and alumni. Current students must be enrolled full-time and have “active” student status in Lawnet in order to receive the full range of services provided by the career offices. Students on a leave are not considered “active” and only have access to publicly-available resources (provided on a career office’s website, for example).*

Once a student is granted a leave of absence, they will not be permitted to:

- access Symplicity or Courseworks (access is manually removed)
- meet with career advisers
- represent themselves as an active law student to employers
- participate in an interview program hosted by either the law school or an external organization
- submit direct applications for employment or fellowships
- receive communications from the career offices or the Gavel newsletters

A student will regain access to the above resources once their active status has been restored. This typically occurs when registration for the following term opens, and they are granted access to class registration in Lawnet.

It is important to note that students on leave do not lose access to their Lionmail account or certain platforms accessed using their UNI SSO. These include Lawnet (though they will not have the ability to register for classes) and CLS Connect. It is important that individual career teams are careful to refer to the “LOA” user tag in CLS Connect to remove students on leave from communications and, where necessary, remove their access to events or resources hosted on the platform.

**Note: In some cases, dual-degree students who are currently in “active” status at their partner Columbia University (CU) school will be marked as “on leave” in Lawnet. If these students remain active in their CU degree program, they will retain access to CLS career service resources.*

Exceptions to this policy, if any, must be approved by the dean of the relevant career services office.