

Withdrawal Policy

Procedure #	AA-104-P3	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

University Withdrawal Procedure

1. Definitions

- 1.1. Final exam: A course exam is held once at the end of the semester.
- 1.2. Letter Grade: Description of the percentage or alphabetical code of the final grade that the student attained in any course.

2 Procedure

- 2.1 The student who wishes to withdraw his/her file from the University shall fill out the "University Withdrawal Application Form" and submits the application in person to the Director of Admission and Registration. The student may elect to authorize his guardian, father, brother or sister in writing or any individual with a legally binding authorization to submit the withdrawal application.
- 2.2 After the approval of the Admission and Registration Department, the student or his/her authorized representative, fills out the Student Clearance Form and obtain the clearance signatures and stamps of:
 - A) Chancellor Assistant for Legal Affairs who checks Student Identification and the student representative Identification and authenticity of the authorization.
 - B) Director of University Library,
 - C) Director of Information Technology Center,
 - D) Director of Security,
 - E) Dean of Student Affairs, and
 - F) Director of Finance.
- 2.3 The Director of Finance approves the clearance after all outstanding fees are paid in full.
- 2.4 The student, or his/her authorized representative, submits the approved Clearance and Withdrawal forms to the Director of Admission and Registration.
- 2.5 The Director of Admission and Registration directs a Registration Officer to:
 - A) Make copies of the Withdrawal Form, Clearance Form, and the documents in the student's file,
 - B) Provide the student, or his/her representative, with the original documents in the student's file and copies of the approved Withdrawal and Clearance forms,
 - C) Obtain receipt signature of the student, or his/her authorized representative, on the original withdrawal form,
 - D) Implement the student withdrawal on the system, and
 - E) Keep the Withdrawal and Clearance forms, and a copy of all documents in the student's file for safeguard.

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- 2.6 The Director of Admission and Registration sends a request to the IT Center to cease access to withdrawn student IT services including the student email, e-learning and library accounts.

3. Related Documents

- 3.1 University Withdrawal Application Form (AA-104-F3)
- 3.2 Student Clearance Form (AA-111-F2)