

WITHDRAWAL FROM UNIVERSITY

Prepared By:-	Approved By:-
Signature: 	Signature: 
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Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 25 th September 2026	Date : 25 th September 2026

1.0 OBJECTIVE

The objective of this procedure is to establish a clear and consistent framework for student withdrawal from the University in accordance with the University's policies and procedures.

2.0 SCOPE

This procedure applies to all undergraduate students.

3.0 ACCOUNTABILITY

Dean of COS
 Deputy Dean (Student Affairs) Office of COS
 AMAD
 Student

4.0 ABBREVIATION

DD (SA)	Deputy Dean (Student Affairs)
COS	Centre of Studies
AMAD	Academic Management and Admission Division
AO	Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant

5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Record Management System	University's life	Main server	AMAD/ITD
2.	Approval Letter	Student's tenure in the university	Main server	AMAD/ITD
3.	Application Form for Withdrawal from University	5 years	AMAD	AMAD

7.0 PROCESS FLOW



