NAZARBAYEV UNIVERSITY

OFFICE OF THE REGISTRAR

MANUAL
FOR APPROVERS

VOLUNTARY WITHDRAWAL

DESCRIPTION 2
EFFECT OF VOLUNTARY WITHDRAWAL ON GRADES 2
PROCEDURES FOR VOLUNTARY WITHDRAWAL 2
ACCESSING MYREGISTRAR 3

DESCRIPTION

Voluntary withdrawal means that a student cancelled his/her enrollment by own decision and is no longer in any other respect a current student entitled to any of the privileges attached to that status.

A student can apply for voluntary withdrawal on myRegistrar. Applications are considered there, as well.

For more details, please see the Regulations.

EFFECT OF VOLUNTARY WITHDRAWAL ON GRADES

NO grades will be changed if a student was registered for courses prior to the submission of the application and submits it for current semester during or after the end of Final exam period as designated in the Academic Calendar.

NO grades will be awarded for the current semester and all courses will be marked with a "**W**" ("Withdrawal") if the student was registered for courses prior to the submission of the application for withdrawal and submits application for current semester **before the beginning of Final exam period** as designated in the Academic Calendar. The exception is modular courses that have deadlines different from the corresponding Academic Calendar, which already had exams and were graded by the time of the application submission.

PROCEDURES FOR VOLUNTARY WITHDRAWAL

STEP 1. Student
Student **completes an application** for Withdrawal form via MyRegistrar. Upon receipt of all required approvals, student's application is received by Office.

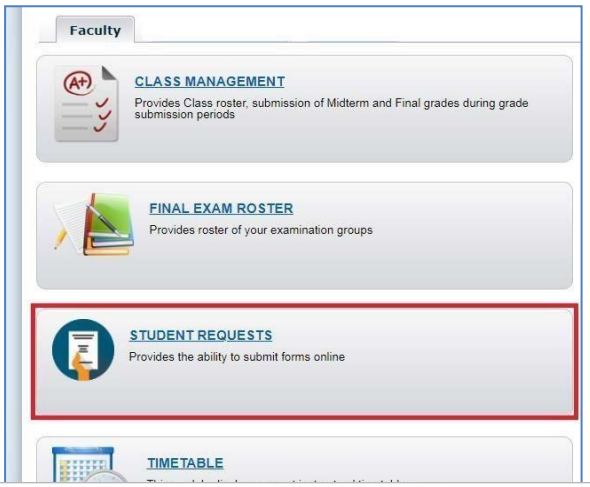
STEP 2. Student, School
Students under 18 (eighteen) years old have to get **parent's approval** to withdraw from the University. *It is important that School also checks the student age before signing the Application form.*

STEP 3. Student, Office
If submission of the original hard copy of the application for Withdrawal and supporting documents is not possible, a scanned version can be accepted.

STEP 4. Office of the President, Office
The **Office** prepares President's Decision on voluntary withdrawal.
The **Decision** is signed by the **President** and shall become **effective** upon **registration**.
The **Office** shall ensure the **distribution** of the Decision to student and all relevant units.

STEP 5. Office
The **Office** will release the student's **original documents** (High School Diploma) along with an official transcript when the official **checkout list status is CLEAR**. *No documents will be provided to student, until that time.*

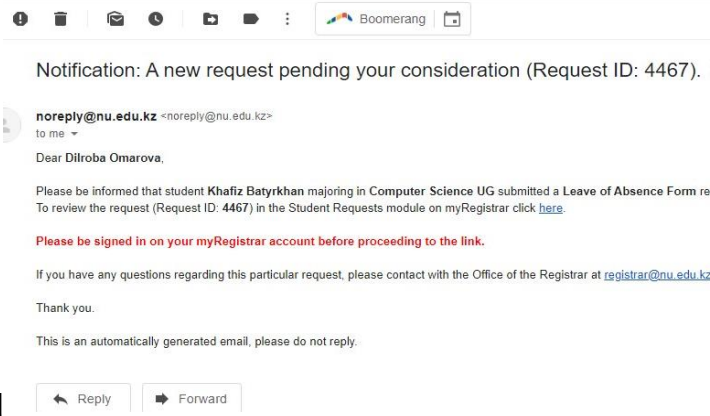
ACCESSING myREGISTRAR



STEP 1. MyRegistrar
Go to www.registrar.nu.edu.kz, and at the top right corner login to myRegistrar with your University username and password.

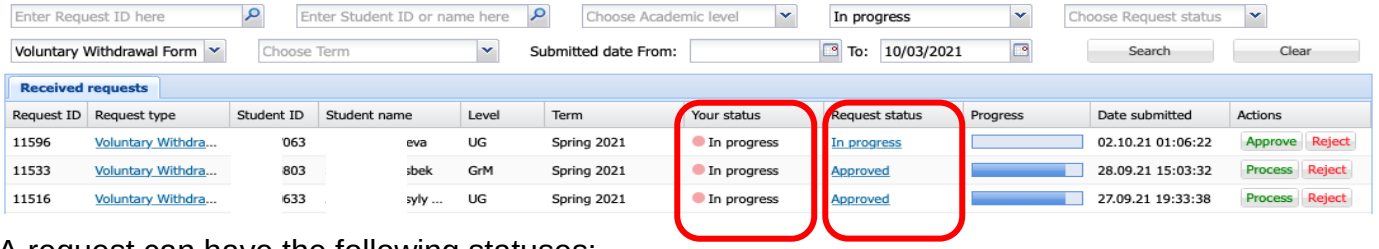
STEP 2. Student Requests Module
Click on the Student Requests module.
Note: Depending on the user role assigned to your account, the module may be located under a different tab (Faculty, School Moderator, Vice-Provost, etc.).

STEP 3. Received requests
Approvers are notified of new requests pending their consideration by an automated email.
Requests that require your consideration (approval or rejection) are available under the **Received requests** tab.
You can sort received requests by *Request ID*, *Request type, Student ID* or *name*,*Academic level (of the student)*, *Request status, Your status, Term* and *Submission date.*



By default, approvers are directed to the **Received requests** tab, where they see the list of requests with the **In Progress** status. These are requests pending approver's consideration.

Your status – a status of the request applicable to you as an approver.
Request status – a general status of a request before or after its consideration by the approver.



A request can have the following statuses:

Your status field

1. In Progress – request requires your consideration as a current approver.
   This status also has time indicators:
   less than 12hrs elapsed, between 12 and 18hrs elapsed, more than 18hrs elapsed
2. Waiting – request can arrive for your consideration after preceding approver's consideration.
3. Approved – request is confirmed by you as an approver.
4. Rejected – request is rejected by you as an approver.
5. n/a – request is rejected by one of the preceding approvers before your consideration.

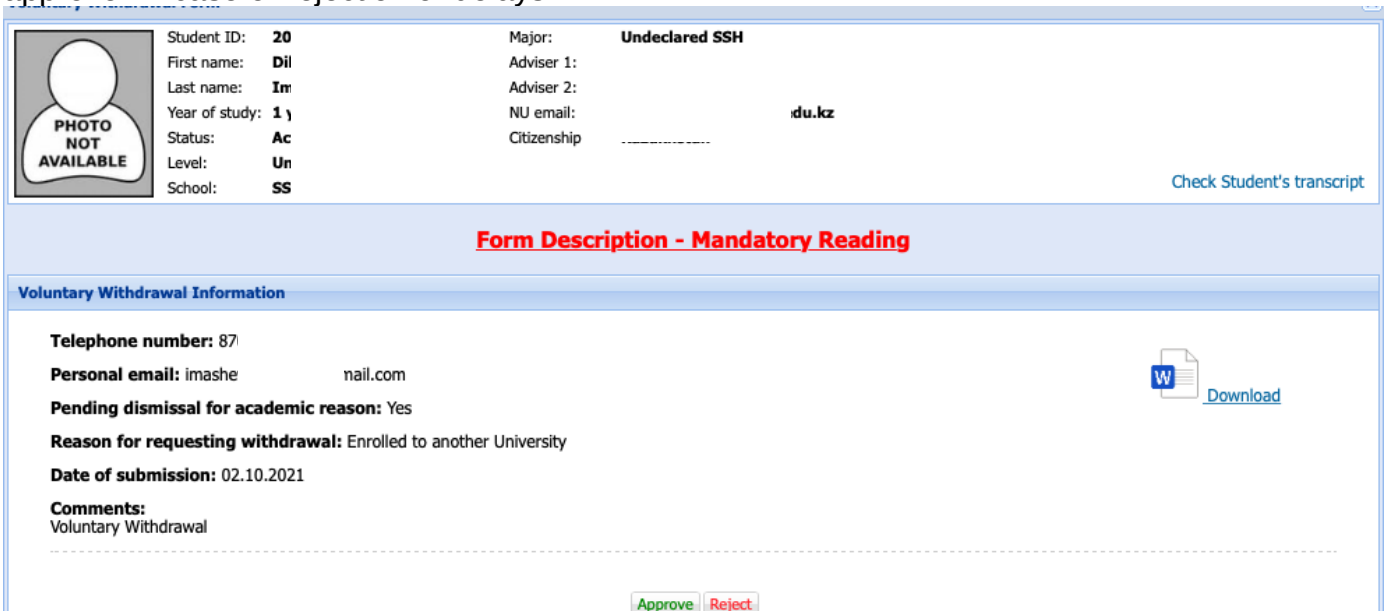
Request status field

1. In Progress – request requires consideration of another approver.
2. Approved – request is confirmed by the last approver on the approval list.
3. Rejected – request was rejected by one of approvers, or the Registrar admin rejected it after all approvals.
4. Processed – request is processed by the School or Registrar admin after all approvals.

STEP 4. Request details

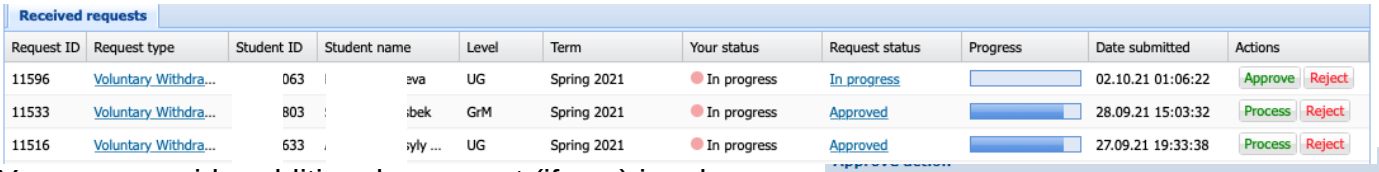
To access the request details, click on a request name in the *Request type* field.
A pop-up window with relevantinformation will be displayed.

Note: If required, a Vice Dean or associated person can override a status of the preceding approver in case of rejection or delays.

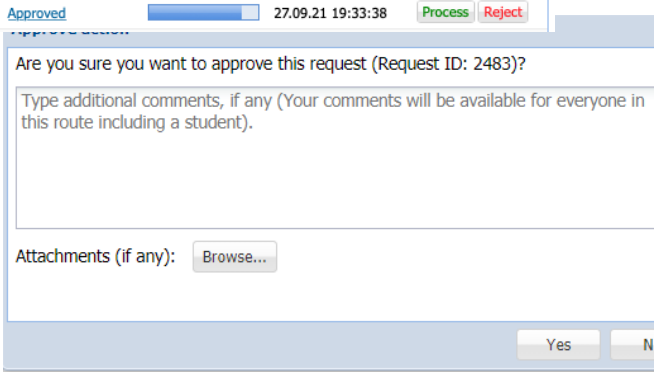


STEP 5. Approve or Reject

If you want to approve or reject a request, press the **Approve** or **Reject** buttons in the Course Informationarea of the pop-up window (refer to the previous image) or under the *Actions* field on the main page.

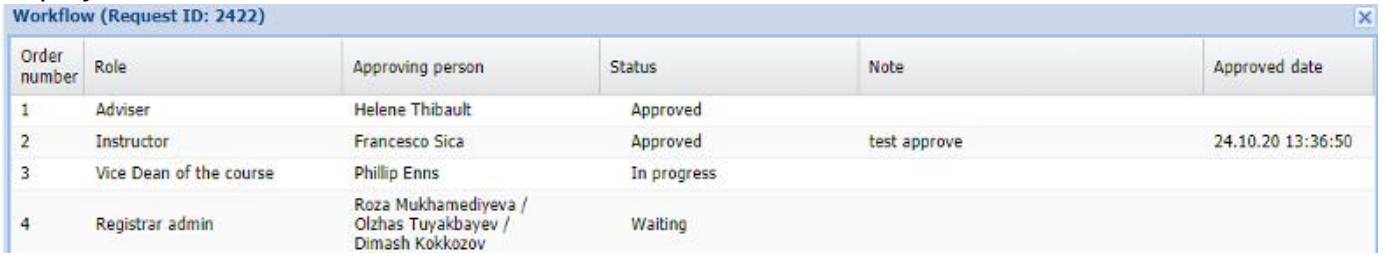


You may provide additional comment (if any) in a box. Comments will be available to everyone in the request's route. Both approvers and students can read it. Providing comments is required when the request is rejected!



STEP 6. Workflow

If you click on the status name in the *Request status* field, a pop-up window with relevant information will be displayed.



Once approved, request's status changes from **In Progress** to **Approved** in the *Your status* field. Then the following approver receives a notification email.
If rejected, request's status changes from **In Progress** to **Rejected** in the *Your status* field. So, other approvers do not receive notification apart from the student receiving a rejection email.