NAZARBAYEV UNIVERSITY

VOLUNTARY WITHDRAWAL

WORKSHOP

by Office of the Registrar

March 2022

AGENDA

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1. WHAT IS A VOLUNTARY WITHDRAWAL?
2. EFFECT ON GRADES
3. PROCEDURE
4. OR COMMENTS & RECOMMENDATIONS
5. Q&A

DESCRIPTION

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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.
Manual for students is available here: https://registrar.nu.edu.kz/page/withdrawal

Applications are considered upon the **automatic route** on myRegistrar.

1.Registrar Admin
2.Program Director/Advisor
3.Dean
4.Department of Student Service
5.Associate Registrar
6.Vice Provost for Academic Affairs
7.Registrar Admin

President's decision is generated by OR in Directum.

EFFECT ON GRADES

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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

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STEP 1. Student
Student **completes an application** for Withdrawal form via MyRegistrar.

STEP 2. Student
Students under 18 (eighteen) years old have to get **parent's approval** to withdraw from the University.

STEP 3. Student, Office
All documents are sent in the attachment to the application via MyRegistrar.

STEP 4. School, VPAA, Office
Applications are considered upon the route.
School: If a student withdraws from NU to another university, please ask him/her which university s/he transfers to and why.

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STEP 5. 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 6. 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.*

OR COMMENTS & RECOMMENDATIONS

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Add more information (Advisor) about student (if s/he knows about LOA, why s/he wants to leave NU)

Student has a chance to voluntarily withdraw only at the School level **before clause 62.5** (=before School recommends student for dismissal via memo to President).
School should inform student of the timeline.

At a later stage, only President may allow student to apply for voluntary withdrawal (=after School recommends student for dismissal via memo, see **clause 64**).
OR will inform the student, if such decision is made by President.

If student applied for withdrawal after this stage, his/her application must be rejected.

School should track students with disciplinary cases as OR may have approved.

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Q&A

www.nu.edu.kz

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Thank you.

Shall you have any questions, please do not hesitate to email to registrar@nu.edu.kz