

WITHDRAWAL AND LEAVE OF ABSENCE POLICY

Reference Number: RGR - 012

Functional Area: Academic Affairs

Approved Date:	30 January 2025
Approved by:	Academic Council
Effective Date:	30 January 2025
Applies to:	All UCA Students and Instructors
Responsible Office:	Office of the Registrar
Last Reviewed/Updated:	30 January 2025
Scheduled Review Date:	

Rationale: This Policy outlines the procedures for students who wish to withdraw from the University or take a formal leave of absence. It provides clear guidelines for the conditions, process, and implications of both withdrawal and leave of absence, ensuring students understand their academic responsibilities and options for returning to the University.

TABLE OF CONTENTS

1. POLICY STATEMENT	2
2. PURPOSE	2
3. SCOPE	2
4. DEFINITIONS	2
5. POLICY	2
5.1. Withdrawal	2
5.1.1. University Withdrawal	2
5.1.2. Course Withdrawal	3
5.1.3. Academic Consequences of Withdrawal	3
5.2. Leave of Absence	3
5.2.1. General Guidelines for Leave of Absence	3
5.2.2. Conditions for Re-enrollment after LoA	3
5.2.3. Academic Standing during Leave of Absence	4

6.	ROLES AND RESPONSIBILITIES	4
7.	ADDITIONAL INFORMATION	4
8.	CONTACT INFORMATION	4
9.	REVIEW HISTORY.....	4

1. POLICY STATEMENT

- 1.1. This Policy provides a framework for students who wish to temporarily or permanently discontinue their enrollment at UCA. It defines the processes for both Withdrawal (from individual courses or the University) and Leave of Absence (a temporary break from studies with the intent to return). These options are designed to support students' academic progress while ensuring that any discontinuation of studies is handled in an organized manner.

2. PURPOSE

- 2.1. The purpose of this Policy is to establish a structured and clear process for students who choose to withdraw from individual courses, an entire semester, or the University, as well as those who need to take a leave of absence. The Policy aims to protect both the student's academic record and the integrity of UCA's academic programs.
- 2.2. In the event there is a conflict/ collision between the policy and mandatory provisions of the laws of the Founding States, the latter shall apply.

3. SCOPE

This Policy applies to all students enrolled in the University.

4. DEFINITIONS

- 4.1. University Withdrawal. The process by which a student discontinues their enrolment in the University permanently.
- 4.2. Course Withdrawal. The process by which a student discontinues participation in one or more individual courses, without discontinuing their enrolment in the University.
- 4.3. Leave of Absence (LOA). A temporary break from studies, approved by the University, during which a student intends to return after a specified period.
- 4.4. W Grade. A notation on the transcript indicating that a student withdrew from a course after the withdrawal deadline without academic penalty.
- 4.5. Re-enrollment. The process of resuming academic studies after a period of withdrawal or leave of absence.

5. POLICY

5.1. Withdrawal

5.1.1. University Withdrawal

- 5.1.1.1. Students may withdraw from UCA permanently discontinuing their

enrolment.

- 5.1.1.2. Withdrawals can take place after a semester has begun, but they must follow the formal process to be recognized officially.
- 5.1.1.3. To withdraw from the University, students must complete a Withdrawal Form available at the Office of the Registrar, obtain approval from the Programme Director and Dean of School, and submit the completed form to the Office of the Registrar.

5.1.2. Course Withdrawal

- 5.1.2.1. Students may withdraw from individual courses within the first three weeks of the course. Withdrawal within the first two weeks results in no record on the transcript, while a withdrawal after the second week and before the end of the third week will result in a W grade on the transcript.
- 5.1.2.2. Students withdrawing from individual courses after the third week without appropriate approval will receive an "F" grade on their transcript.
- 5.1.2.3. Students must retake any withdrawn courses to fulfil academic requirements. Any withdrawals may delay graduation.

5.1.3. Academic Consequences of Withdrawal

- 5.1.3.1. Students who withdraw from the University or individual courses will not receive academic credit for the courses affected.
- 5.1.3.2. Any financial implications follow the UCA financial policies related to withdrawal.

5.2. Leave of Absence

5.2.1. General Guidelines for Leave of Absence

- 5.2.1.1. A Leave of Absence (LoA) is a temporary suspension of studies with the intent to return and is permitted for a maximum of four consecutive semesters.
- 5.2.1.2. A student wishing to take a LoA must submit a written request to the Office of the Registrar, which must be approved by the Programme Director and the Dean of School.
- 5.2.1.3. The maximum LoA duration in undergraduate programmes is four semesters. If a student fails to re-enrol by the fifth semester, they will be automatically dismissed from the University.
- 5.2.1.4. For postgraduate students, the maximum LoA duration is two semesters.

5.2.2. Conditions for Re-enrollment after LoA and Suspension

- 5.2.2.1. To return after a LoA, students must submit a letter or email expressing their intent to re-enrol by 1 December for the Spring Semester or 1 July for the Fall Semester.
- 5.2.2.2. If a student fails to inform the Office of the Registrar of their intent to re-enrol by the stated deadline, such student will be suspended for the next semester.
- 5.2.2.3. If a student fails to notify the Office of the Registrar after suspension, the student will be dismissed from the University.

- 5.2.2.4. Upon re-enrolment, students must meet any new programme requirements or curriculum changes that occurred during their absence.
- 5.2.2.5. Students may request an extension to their leave of absence under exceptional circumstances, which must be approved by both the Dean of School and the Rector.

5.2.3. Academic Standing during Leave of Absence

- 5.2.3.1. Students on a LoA are considered inactive during the time they are away and are not permitted to earn academic credits or participate in courses.
- 5.2.3.2. The LoA does not affect the student's CGPA, but students must ensure they meet all academic progression requirements upon their return.

6. ROLES AND RESPONSIBILITIES

- 6.1. Office of the Registrar. Manages both withdrawal and leave of absence requests, ensuring all formal processes are followed and student records are updated accordingly.
- 6.2. Programme Directors and Faculty. Provide academic advising to students considering withdrawal or leave of absence and work with the Office of the Registrar to support students' return or permanent withdrawal.
- 6.3. Dean of School. Approves all withdrawal and leave of absence requests and ensures students are informed of their academic and administrative responsibilities during these processes.

7. ADDITIONAL INFORMATION

- 7.1. This Policy should be reviewed in conjunction with the Academic Integrity Policy, Grading Policy, and UCA's financial policies related to tuition and refunds for students who withdraw.

8. CONTACT INFORMATION

Office of the Registrar (registrar@ucentralasia.org).

9. REVIEW HISTORY

Revision №	Date	Approved by	Revision description	Process Owner
1				
2				