

Title	SOP for Withdrawal from University (Clinical Programme)
Endorsement	KPGC 7/2025
Version No	2
Effective Date	10 September 2025

Responsibility	Flowchart	Remarks
<div>Student</div> <div>Main Supervisor / HOD Department, COS</div> <div>DDPG, COS</div> <div>Email to each office: <ul style="list-style-type: none"> Finance Division Dar Al Hikmah Library MAHALLAH OLA OSEM IIUM Visa Unit </div> <div>PG Office</div> <div>CPS</div>	<pre> graph TD Start([Start]) --> Step1[Student intends to withdraw from university] Step1 --> Step2[Fill out the Withdrawal from university form] Step2 --> Step3[Main Supervisor / Head of department (whichever applicable) recommends] Step3 --> Decision1{DDPG of COS to approve} Decision1 -- No --> Step1 Decision1 -- Yes --> Decision2{PG Office to Get clearance from respective offices} Decision2 -- No --> Step1 Decision2 -- Yes --> Decision3{Submit complete form to CPS} Decision3 --> Step4[Change applicant's status] Step4 --> Step5[Issue withdrawal letter] Step5 --> End([End]) </pre>	<div>Active / Study Leave or Non-Registration (NR) status only</div> <div>Student must complete section A & F of the form IIUM-CPS-EXM01</div> <div>Section B or C of the form</div> <div>Section D of the form</div> <div>Section E of the form</div> <div>Clearance from Visa Unit is compulsory for international students only</div> <div>Remove status of student with SL or NR status. Once clear (Active), CPS to update status to WD in PG System and prepare Withdrawal Letter within 3 working days</div>