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

Responsibility	Flowchart	Remarks
Student	Start → Student intends to withdraw from university	Active / Study Leave or Non-Registration (NR) status only
Student	Fill out the Withdrawal from university form	Student must complete section A & F of the form IIUM-CPS-EXM01
Main Supervisor / HOD Department, COS	Main Supervisor / Head of department (whichever applicable) recommends	Section B or C of the form
DDPG, COS	DDPG of COS to approve (No / Yes)	Section D of the form
Email to each office: • Finance Division • Dar Al Hikmah Library • MAHALLAH • OLA • OSEM • IIUM Visa Unit	PG Office to Get clearance from respective offices (No / Yes)	Section E of the form Clearance from Visa Unis is compulsory for international students only
PG Office	Submit complete form to CPS	
CPS	Change applicant's status → Issue withdrawal letter → End	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