



**UNIVERSITY OF ZAMBIA
DIRECTORATE OF QUALITY ASSURANCE**

**APPLICATION FOR WITHDRAWAL WITH PERMISSION
GUIDELINES FOR STUDENTS**

1.1 Background

These guidelines are intended to explain the process for consideration of applications for withdrawal from a programme of study at the University of Zambia.

A student pursuing studies at the University who wishes to terminate his or her studies shall first inform the Dean of Students and then give notice in writing to the Dean of the School of his or her intention to discontinue studies. If the Dean of the School, after investigating the circumstances, is satisfied that the reasons for the withdrawal of the student are genuine, the Dean shall inform the student in writing that he or she has been granted permission to withdraw from the studies.

The period for withdrawal is limited to one academic year. In case the student considers that his or her circumstances have not changed or improved sufficiently for him or her to resume studies, the student must apply to the Dean for an extension of the withdrawal period for another academic year. No further extensions are permissible.

Where a student withdraws from his or her first year in the University within two weeks of the commencement of lectures, the student shall be regarded as a new entrant should he or she wish to apply for admission in some future session.

A student who wishes to interrupt his or her course of study shall seek and obtain leave of absence from the appropriate School. A student interrupting a course of study without leave of absence shall be excluded by the Senate on the recommendation of the appropriate Board of Studies.

1.2 Scope

These guidelines are intended to deal with applications made by students for withdrawal from a programme of study in all University programmes of study and in all the different modes of study provided by the University.

A student may withdraw with permission on medical grounds, on account of financial challenges, or other adverse conditions. Evidence of these circumstances must be provided with the application and must be obtained from competent officials (e.g. doctors, social welfare personnel, etc.).

These guidelines do not override the provisions in other Regulations and must be interpreted so as to be consistent with other University Regulations and Statutes.

1.3 Resolution of Applications for Withdrawal from a Programme

1.3.1 Application for withdrawal from a programme of study

The grounds for applying for withdrawal from a programme of study include the following:

- (a) Medical Grounds
 - (i) Serious illness or incapacitating injury prevents a student from continuing his or her studies,
 - (ii) The medical withdrawal covers both physical health and mental health difficulties.
- (b) Financial Grounds
 - (i) A student is not able to meet fully any of the fees charged by the University for his or her studies. Students who are unable to pay the outstanding fees should apply to withdraw with permission prior to the automatic deregistration deadline.
 - (ii) The student faces pressure to financially support himself or herself during the course of the programme.
- (c) Academic Grounds
A student is academically unprepared and wishes to have time off to adjust to the demands of the programme.
- (d) Personal or Compassionate Grounds
There are extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously injured/ill or death of a member of the student's immediate family such as a child, spouse, father, mother, brother, sister or of a member of the student's extended family residing with the student) which prevent the student from continuing with studies.

1.3.2 Submission of an application for withdrawal from a programme of study

If an applicant decides that he or she has eligible grounds for withdrawal from a programme of study, the applicant should:

- (a) apply on his/her own behalf and take the responsibility to obtain the required evidence;
- (b) note that the University will not contact third parties (e.g. doctors, social welfare personnel, etc.) on behalf of the applicant;
- (c) complete and submit the form ***“Withdrawal from a Programme of Study”*** with supporting documentary evidence; and
- (d) ensure that the application is submitted within the allowable period as a failure to do so will result in the application being disallowed.

It is important that the applicant submits evidence to support the application. The supporting documents must show proof that the circumstances prevent the student from continuing with studies. The documents or certificates must be obtained from competent officials (such as the University Medical Officer, University Counsellor, Government Social Welfare Officer, etc.).

On receipt of the appeal, it will be checked to confirm that the appeal is presented in the right format with sufficient supporting documents. If not, the applicant will be notified in writing and advised that the appeal cannot be accepted or the applicant will be offered the opportunity to supply more information or evidence within a stated timeframe.

All application will be acknowledged.

1.4 Circumstances under Which Withdrawal is not Permitted

Please note that a student may apply to withdraw from a programme at any time during the course of his or her studies. However, the student will not be permitted to withdraw under the following circumstance:

- (a) a student who has not registered in the academic year in which he or she wishes to withdraw;
- (b) a student has absconded from the University and wishes to withdraw retrospectively;
- (c) a student is subject to a consideration for exclusion for unsatisfactory academic performance prior to the outcome of such a consideration; and
- (d) a student who is subject to a hearing or disciplinary action in connection with alleged violation of any University regulations until the hearing has been conducted and any disciplinary action imposed.

1.5 Conditions

- 1 A student who fails to register within the stipulated registration period for any reason is *not a bona fide* student of the University.
- 2 A student who has financial challenges must still pay at least the minimum percentage of fees (i.e. 37.5%) in order to be registered and keep his/her place and records active in the University.
- 3 Once a student has withdrawn with permission, any amounts paid up to the date of withdrawal will be credited to the students account upon resumption of studies. In this respect, the records will show that the student has the appropriate grades for courses from which he/she withdrew (i.e. **WP**) and the appropriate comment for that academic year (i.e. "**Withdrawn with Permission**").

1.6 Unacceptable Behaviour in Resolution of Academic Complaints

The University reserves the right not to continue with the application process if the application is conducted in a way which is abusive, offensive, defamatory, aggressive or intimidating, or pursued in an unreasonably persistent or vexatious manner.

1.7 Procedure for Resolution of an Applications for Withdrawal from a Programme

Stage 1: Lodging an Application for Withdrawal from a Programme of Study

Stage 2: Checking the Documents and Dispatch to School

Stage 3: Consultation Process

Stage 4: Notification to Applicants