

## CIRCULAR No. 03/2017/2018

From: Ag. Academic Registrar



To: Student Community  
Gulu University

cc: Vice Chancellor  
Deputy Vice Chancellor (Academic Affairs)  
University Secretary  
University Bursar  
University Librarian  
Dean of Students  
Deans/Directors  
Guild President  
Deputy Academic Registrar  
Assistant Registrars  
All Notice Boards

Date: October 25, 2017

### **APPLICATION FOR WITHDRAWAL FROM STUDIES**

#### **Eligibility Criteria**

Permission to withdraw from studies shall be granted on compassionate grounds, in cases of illness, financial constraints, serious social or domestic difficulties or exceptional professional commitment which can be demonstrated to have adversely affected the student.

#### **Application Procedure**

1. A student eligible for withdrawal shall apply using designated forms, obtainable from the Office of the Academic Registrar or the University Website, and attach copies of supporting documents.
2. A student can apply to withdraw from studies at any time of the semester as and when circumstances dictate. Students shall not be allowed to withdraw from studies retrospectively (i.e. when the semester in which they wish to withdraw has ended).

#### **Administration**

1. The decision of Senate to grant or not to grant the withdrawal shall be communicated to the student in writing.
2. A student will be allowed only a maximum of two withdrawals on an Academic Programme and each withdrawal shall not exceed a period of one academic year.
3. A student who had withdrawn from studies shall apply, at the beginning of the semester, to the Academic Registrar through the respective Faculty Dean/Director to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies in a substantial way.

Students are encouraged to seek further guidance on withdrawal from the Office of the Academic Registrar.

Thank you.