

Procedure for Submitting Notification of Withdrawal and Leave of Absence

< Withdrawal or Leave of Absence from Program >

An Honors Program student who intends to withdraw or to take a leave of absence from the Program.



- He/she must firstly make an arrangement and discuss with a **Specially Appointed Associate Professor** of Nitobe College.
- The professor will assess the academic status and the progress of the student and either give approval or reschedule his/her study plan.

Preparing
Notification of Withdrawal or
Notification of Leave of Absence



- He/she must consult his/her **academic supervisor**.
- The supervisor will give approval and signature to the document.



He/she must submit the approved notification with signatures to **Nitobe College Section**.

Note

* Students who will be away from the University for a while to participate activities such as study abroad must submit *Notification of Leave of Absence* as well as *Notification of Re-Enrollment*.

* Students who withdraw from the program will withdraw their registration of Advanced I & II, Project Execution and Nitobe College Special Classes (Nitobe College Special Seminar for Graduate Students) as well. Although they must continue Inter-Faculty Classes such as Practical English (Advanced).