



**IPB UNIVERSITY
FACULTY OF ECONOMICS AND MANAGEMENT
DEPARTMENT OF ECONOMICS**

**STANDARD OPERATING PROCEDURE
STUDENT WITHDRAWAL**

NO. POB/FEM/ESP/13

DESCRIPTION	Position Title	Signature	Date
Prepared by	Department ISO Coordinator		1 September 2016
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Approved by	Head of Department		1 September 2016

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1. Purpose

To serve as a guideline for the implementation of the Student Withdrawal process at the Department of Economics (D-IE), Faculty of Economics and Management (FEM), Bogor Agricultural University (IPB University), ensuring that the process is conducted transparently and accountably.

2. Scope

This procedure applies to undergraduate students of the Department of Economics, IPB University.

3. Definitions

- 3.1. Student Withdrawal refers to a student's decision to permanently discontinue all academic and administrative activities, resulting in the termination of all rights and obligations as a student of D-IE FEM IPB University.
- 3.2. Student refers to an individual who is officially registered and has completed the Course Registration Form (Kartu Rencana Studi).
- 3.3. Academic Committee (Komisi Pendidikan) refers to faculty members appointed to assist the Undergraduate Program Management of the Department of Economics in carrying out academic administrative activities.
- 3.4. Academic Administrative Staff refers to non-teaching educational staff responsible for handling academic administrative services.

4. References

- 4.1. IPB Undergraduate Program Handbook, 2015.

5. General Provisions

- 5.1. The student must submit a Letter of Withdrawal Request addressed to the Head of Department, signed by both the student and their parent/guardian, with acknowledgment from the Academic Committee. The letter must clearly state the reason for withdrawal, be written on stamped paper (meterai), and include the Student Identity Card (KTM) and a complete Academic Transcript.
- 5.2. During the processing of the withdrawal certificate by the Department of Economics, the student is not entitled to receive academic or administrative services, nor to use any departmental facilities.

6. Procedures

6.1. Detailed Procedure

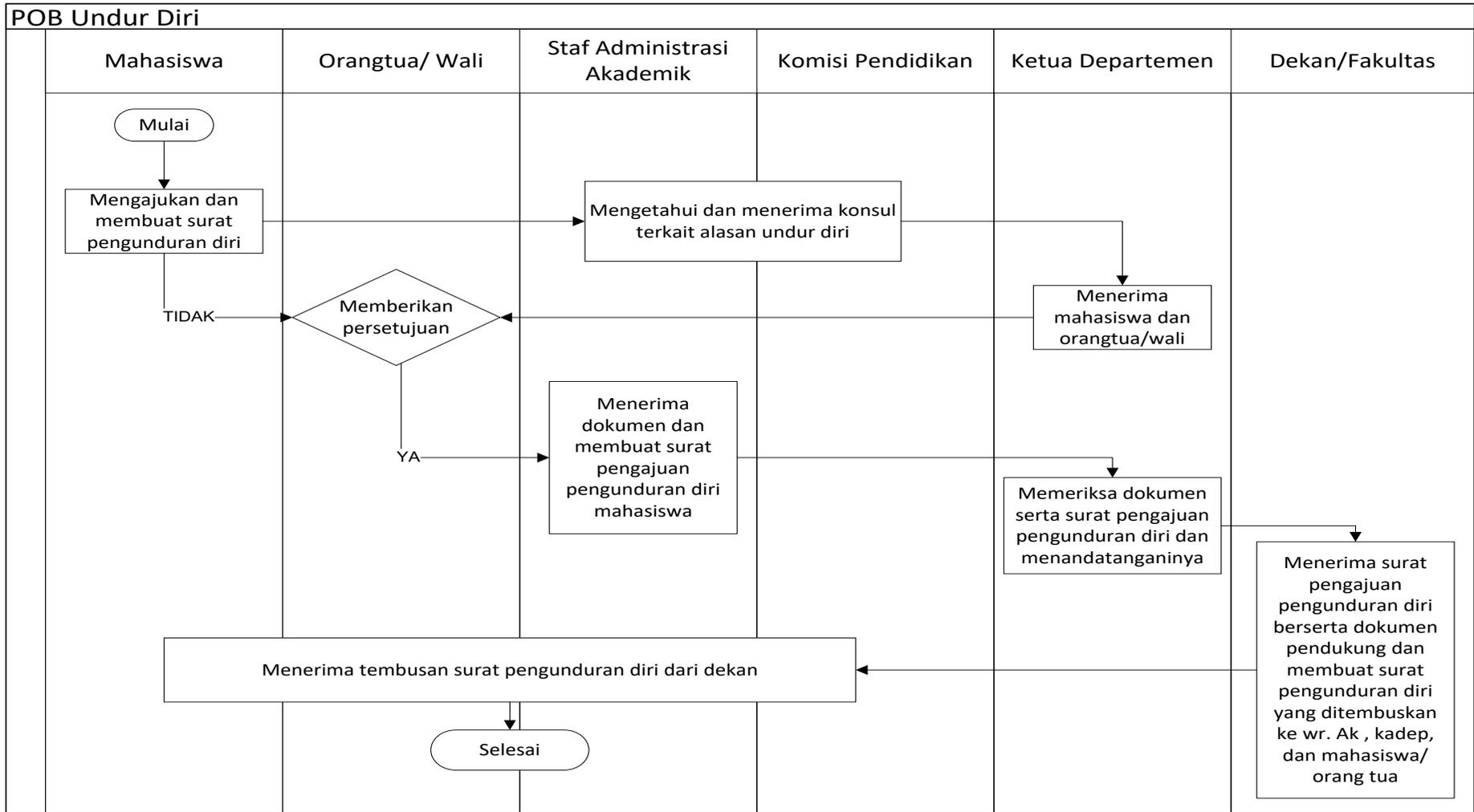
- 6.1.1. The student consults with the Academic Committee and Academic Administrative Staff, then submits a Letter of Withdrawal Request addressed to the Head of the Department of Economics, stating the reasons for withdrawal.

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- 6.1.2. The Head of Department invites the student and their parent/guardian for a confirmation meeting regarding the withdrawal reasons.
- 6.1.3. The parent/guardian signs the Letter of Withdrawal Request, which must be accompanied by the Student Identity Card (KTM) and a complete Academic Transcript.
- 6.1.4. The Academic Administrative Staff receives and reviews the withdrawal documents. If any requirements are incomplete, the documents will be returned to the student for completion.
- 6.1.5. Once approved, the Head of Department authorizes the withdrawal, and the Academic Administrative Staff prepares a Forwarding Letter of Withdrawal Request addressed to the Dean of FEM IPB University, who will issue the official Faculty Withdrawal Letter.

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6.2. Flowchart of the Procedure



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7. List of Essential Documents

- 7.1. Letter of Withdrawal Request
- 7.2. Forwarding Letter of Withdrawal Request
- 7.3. Official Withdrawal Letter
- 7.4. Copy of Student Identity Card (KTM)
- 7.5. Academic Transcript

8. Attachments

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List of Essential Documents

7.1. Letter of Withdrawal Request

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7.2. Forwarding Letter of Withdrawal Request

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7.3. Official Withdrawal Letter

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7.4. Copy of Student Identity Card (KTM)

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7.5. Academic Transcript