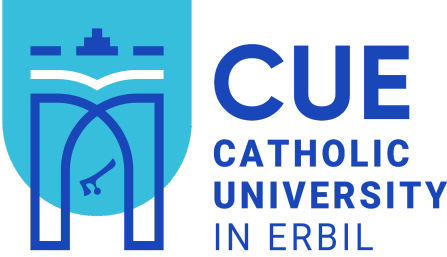


REGISTRATION AND WITHDRAWAL		POLICY NUMBER: CUE-AA001
		EFFECTIVE DATE: Jul-15 2025 REVISION DATE: Jul-15 2028

THE CATHOLIC UNIVERSITY IN ERBIL
Registration and Withdrawal Policy

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I. DOCUMENT TYPE

☐ Procedures

☒ Policy

II. PURPOSE

The purpose of this policy is to govern the registration and withdrawal policies of students regarding academic modules.

III. SCOPE

☒ University-Wide OR ☐ Departmental Specify Department(s):

This policy applies to all current students.

IV. DEFINITIONS

Academic - means all matters directly related to the education and training requirements of students.

Attempt - a student sitting for a final examination for a module. A student is permitted four attempts per module. A maximum of two attempts are permitted per academic year.

Carry-On Module - a module that is carried into the next academic year for a student in order for them to repeat the coursework and class time.

Examination Committee - Refers to the committee appointed by the University Council to conduct examination-related matters.

MHE - Ministry of Higher Education and Scientific Research of the Kurdistan Regional Government of Iraq.

Module - Refers to each course assigned a code and ECTS number within an academic program.

V. POLICY STATEMENT

The Catholic University in Erbil (CUE) offers a holistic curriculum that requires strict student participation. As such, the principle of stability undergirds our views on registration and withdrawal recognizing the importance adherence to degree program trajectory has on student outcomes.

VI. REGISTRATION

Students are automatically registered for the modules respective for their year and program. One elective module is offered per semester for third, fourth, and fifth year students for a total of four to six modules over their academic career depending on their department. Third and fourth year students of each respective department are given options for one elective module per semester and inform any member of the department in order to enroll. An elective module is opened depending on the number of students who have selected that module for enrollment.

1. Module Regulations

- Students may not register for more than thirty (30) ECTS in a semester (No. 1732, VII.19).
- Students are allowed to register for six (6) extra ECTS in a semester with written permission from the department for carry-on (No. 1732, VII.19).
- Students may enroll in the interconnected modules of the curriculum provided that they have completed all the activities related to the prerequisite modules in the previous

semesters and have taken the final examination. Passage of the final examination is not required for registration (No. 1732, VII.21).

- d) All modules are offered either in the fall or the spring. No class is offered in both the fall and the spring.
- e) Directed study is not permitted.
- f) Excluding examination and holiday periods, the study period shall not be less than fifteen (15) weeks for semester modules and not less than thirty (30) weeks for annual modules (VIII).

2. Carry-On Modules

- a) Students may have six (6) ECTS as carry-on at any given time (*Conditions and Standards for Enrolling Students*, 17.1).
- b) If a student fails in any module in the first and second final examination attempts, they may go to the next stage and have the failed modules as either:
 - i) Carry-on modules; or
 - ii) Third and if needed the fourth final examination attempts in the next academic year.
- c) The student can decide not to go to the next stage and stay in the same stage to complete the failed modules. This is for students failing in many modules or having very low coursework marks that makes a third attempt pass unlikely.
- d) If a student has failed more than six (6) ECTS per semester or more than twelve (12) ECTS per academic year, they may register for the next year and will make a third and if necessary fourth attempt on the failed modules. These attempts are not considered carry-on modules.
- e) Tuition fees associated with carry-on modules are properly treated in the Tuition, Fees, and Refund Policy.

3. Duration of Study

- a) The ceiling of each program is one and a half (1.5) times the normal duration of the program (No. 1732, XIII.45).
- b) If a student exceeds the ceiling for each program, he/she can continue his/her studies in parallel up to half (0.5) of the normal duration of the program (No. 1732, XIII.46).
 - i) Financial obligations may change according to the Scholarship Policy.
- c) Students who were admitted and enrolled in the University but did not register for courses for over two academic years must begin their program of study over again in accordance with the Admissions Policy.

4. Incomplete Grades

- a) As per the Grading Policy, if minimum module coursework is completed, a student can postpone with permission of the Dean and/or Head of the Department their first final examination attempt to the second attempt period.

5. Classification of Students

- a) As a school that only offers full-time degree programs, CUE does not permit part-time students. All CUE students are full-time. The following is the academic standing of students according to the number of ECTS completed on an annual basis.

Stage	ECTS
First Year (UGI)	0-59
Second Year (UGII)	60-119
Third Year (UGIII)	120-179

Fourth Year (UGIV)	180-239
Fifth Year (UGV)	240-299

VII. WITHDRAWALS

1. Postponement

- a) A student may postpone up to the maximum duration of their studies or up to 1.5 times the normal program duration.
- b) Students are permitted to postpone up to two academic years.
- c) A student wishing to postpone must have compelling reasons beyond their control.
- d) Students are permitted to postpone their studies up to one month before the start of the final examinations (*Conditions and Standards for Enrolling Students*, 10.5).
 - i) In case of postponement, a student may ask for a refund but the University has the right to retain 30% of the paid tuition fee for holdover until the next tuition fee installment.
- e) Students who seek postponement must submit a Postponement Request (SA-FR-001; see Appendix I) and a Pre-Request Deregistration Form (SA-FR-008; see Appendix II) to the Registration Office for approval. Approvals are decided by the University Council and MHE.
- f) The University Council when considering students who have not completed a semester or academic year due to force majeure or circumstances beyond their control, may consider the year postponed provided such a solution complies with all other regulations of postponement.

2. Complete Withdrawal

- a) A student may seek complete withdrawal from the University thereby leaving the University for the purpose of academic study in keeping with the regulations outlined in the Admissions Policy.
- b) Students who have studied and paid their installments may seek complete withdrawal.
- c) Such a withdrawal requires approval from MHE.
- d) The University may charge the student part of the tuition fees in the case of complete withdrawal as defined in the Admissions Policy.
- e) Students under scholarship are subject to separate regulations detailed in the Scholarship Policy.
- f) Students seeking withdrawal must complete a Student Withdrawal Request (SA-FR-002; see Appendix III) and submit it to the Registration Office.
- g) The University does not offer refunds on tuition fees for any reason except in the cases outlined in the Scholarship Policy.

3. Academic Deregistration

- a) A student may be dismissed if the total duration of their studies exceeds twice the prescribed study period, including years of postponement and failure. Fractions of years are rounded up (*Examination Instructions and Student Discipline*, 21).

VIII. POLICY DEVELOPMENT AND AUTHORIZING PARTIES

1. Owned by: AA, Mar-3 2025
2. Reviewed by: Policy and Procedure Review Committee, Mar-16 2025
3. Reviewed by: University Council, Jun-10 2025
4. Approved by: President's Cabinet, Jul-15 2025
5. Approved by: Board of Trustees, **Date**
6. Adopted: **Date**

APPENDIX I - Postponement Request

	POSTPONEMENT REQUEST	FORM NUMBER: SA-FR-001
		EFFECTIVE DATE: Jul-15 2025 REVISION DATE: Jul-15 2028

This form is to be completed by students seeking to postpone an academic year in keeping with the Registration and Withdrawal Policy. No student shall postpone their studies more than two academic years. The form is to be submitted to the head of Enrollment and Registration.	
IDENTIFYING INFORMATION	
Full name	
Student ID #	
Enrollment year	
Current academic year	
Postponement year	
Department	
CUE email address	
Personal email address	
REASONS FOR POSTPONEMENT	
Reason(s) for postponement	☐ Academic ☐ Financial ☐ Health ☐ Other: _____
Please briefly explain your reason for postponement (you may attach documents as needed)	
Do you have any carry-on modules outstanding? If so, please name the module(s) including module code.	

 CUE CATHOLIC UNIVERSITY IN ERBIL	POSTPONEMENT REQUEST	FORM NUMBER: SA-FR-001
		EFFECTIVE DATE: Jul-15 2025 REVISION DATE: Jul-15 2028

Do you have any second, third, or fourth examination attempts outstanding? If so, please name the module(s) including module code.	
STUDENT SIGNATURE	
Signature: _____ Date: ____ / ____ / ____ Name: _____	
ENDORSEMENT BY THE ENROLLMENT AND REGISTRATION OFFICE	
Comments: _____ _____ _____	
I endorse the above student's Postponement Request. Signature: _____ Date: ____ / ____ / ____ Name: _____ Position: _____	
UNIVERSITY COUNCIL DECISION	
☐ Request granted ☐ Request denied Reason for approval or denial: _____ Secretary's Signature: _____ Date: ____ / ____ / ____ Name: _____ Position: _____	
RETURN THE ENROLLMENT AND REGISTRATION OFFICE	

APPENDIX II - Pre-Request Deregistration Form

	PRE-REQUEST DEREGISTRATION FORM	FORM NUMBER: SA-FR-008
		EFFECTIVE DATE: Jul-15 2025
		REVISION DATE: Jul-15 2028

This form is to be completed by students seeking postponement or complete withdrawal from CUE in keeping with the Registration and Withdrawal Policy. The form is to be submitted to the head of Enrollment and Registration.	
IDENTIFYING INFORMATION	
Full name	
Student ID #	
Enrollment year	
Current academic year	
Current academic semester	
Department	
CUE email address	
Personal phone number	
PRE-REQUEST DETAILS	
Nature of pre-request	
STUDENT SIGNATURE	
I hereby certify that I have read and understood this form and I accept all of its terms. I confirm that I shall notify the Enrollment and Registration Office of any changes to my details immediately.	
Signature: _____ Date: ____ / ____ / ____	
Name: _____	
ENDORSEMENT BY THE ENROLLMENT AND REGISTRATION OFFICE	
Comments: _____ _____ _____ _____	

 CUE CATHOLIC UNIVERSITY IN ERBIL	PRE-REQUEST DEREGISTRATION FORM	FORM NUMBER: SA-FR-008
		EFFECTIVE DATE: Jul-15 2025 REVISION DATE: Jul-15 2028

I endorse the above Pre-Request Form and hereby recommend the deregistration of the aforementioned student from CUE. Signature: _____ Date: ____ / ____ / ____ _____ Name: _____ Position: _____
ENDORSEMENT BY THE FINANCE OFFICE
Comments: _____ _____ _____ _____ I endorse the above Pre-Request Form and hereby recommend the deregistration of the aforementioned student from CUE. Signature: _____ Date: ____ / ____ / ____ _____ Name: _____ Position: _____
ENDORSEMENT BY THE SCHOLARSHIP OFFICE
Comments: _____ _____ _____ _____ I endorse the above Pre-Request Form and hereby recommend the deregistration of the aforementioned student from CUE. Signature: _____ Date: ____ / ____ / ____ _____ Name: _____ Position: _____
RETURN TO THE ENROLLMENT AND REGISTRATION OFFICE

APPENDIX III - Student Withdrawal Request

	STUDENT WITHDRAWAL REQUEST	FORM NUMBER: SA-FR-001
		EFFECTIVE DATE: Jul-15 2025
		REVISION DATE: Jul-15 2028

This form is to be completed by students seeking complete withdrawal from CUE in keeping with the Registration and Withdrawal Policy. The form is to be submitted to the head of Enrollment and Registration.	
IDENTIFYING INFORMATION	
Full name	
Student ID #	
Enrollment year	
Current academic year	
Department	
CUE email address	
Personal phone number	
WITHDRAWAL	
Reason(s) for withdrawal	☐ Joining another university ☐ Employment ☐ Financial ☐ Health ☐ Other: _____
Please briefly explain your reason for withdrawal (you may attach documents as needed)	
STUDENT SIGNATURE	
I hereby certify that I have read and understood this form and I accept all of its terms. I confirm that I shall notify the Enrollment and Registration Office of any changes to my details	

	STUDENT WITHDRAWAL REQUEST	FORM NUMBER: SA-FR-001
		EFFECTIVE DATE: Jul-15 2025 REVISION DATE: Jul-15 2028

immediately. I hereby withdraw and deregister with acknowledgement that all the information provided above is correct.

Signature: _____ Date: ____ / ____ / ____

Name: _____

ENDORSEMENT BY THE ENROLLMENT AND REGISTRATION OFFICE

Comments: _____

I endorse the above Student Withdrawal Request and hereby withdraw and deregister the
aforementioned student from CUE.

Signature: _____ Date: ____ / ____ / ____

Name: _____

Position: _____

RETURN TO THE ENROLLMENT AND REGISTRATION OFFICE