



# SEDS Academic and Student Affairs Office

## **Academic Forms**

---



## Academic Forms

**All Academic Forms are available in the Student Requests** module of students' Registrar account via link [Student Requests | Registrar \(nu.edu.kz\)](https://nu.edu.kz/Student-Requests-Registrar).

**User Manual for Processor** is available on [STUDENT REQUEST \(Processor Page\).pdf \(nu.edu.kz\)](https://nu.edu.kz/STUDENT-REQUEST-(Processor-Page).pdf).

- **Add Course Form** - used during the Add period in order to register for the course which is not available for online registration (e.g. instructor's approval required)
- **Drop Course form** - used during the Drop period in order to drop the course
- **Course Withdrawal form** - used during the Withdrawal period in order to withdraw from the course
- **Course Overload form** - used if number of enrolled credits is more than allowed maximum



## Academic Forms

- **Course Underload form** - used if number of enrolled credits is less than required minimum
- **Retake Permission form** - used in order to retake the course which was not failed but graded lower than passing grade
- **Extra Place Form** - used if instructor gives permission to a student for extra place in overloaded class
- **Requisite Override Form** - used for exceptional cases when the instructor gives permission to a student to register for the course without satisfying required requisite
- **Priority Override form** - used for exceptional cases when the student is given permission to register for the course not keeping established priority
- **Degree Deferral form** - used to apply for extension of studies by graduate students who do not complete their program within the standard program period



## Academic Forms

- **Change of Kazakh level form** - used for changing a level of Kazakh language of the student
- **Minor Declaration form** - used to declare a minor of the student
- **Second Major Declaration form** - used to declare a second major of the student
- **Transfer between Schools and Majors form** - used when a student decides to change his/her School of study and/or major
- **Audit Course Form** - used in order to register the course with “**AU**” grade. No credits will be awarded
- **Track Declaration form** - used to declare a track of the student