

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-008</p>
<p>JUDUL: DROP OUT PROPOSAL</p>		<p>Issued date: February 2020</p>
<p>AREA : DROP OUT PROPOSAL</p>		<p>Revision: 01</p>

## STANDARD OPERATING PROCEDURE DROP OUT PROPOSAL

### A. RATIONAL

Education Implementation Guidelines No. 052 of 2020 described that students whose study period is more than seven years would be declared DO (Drop Out) or resign. As a form of commitment to the academic guidelines, it is necessary to implement rules for students' Drop Out (DO) proposal process. Completing student studies on time with good quality is the hope of the institution (Department of Mathematics Education). A student's study period that is too long can provide a high cost (economic) burden for the person concerned and the institution (Department of Mathematics Education and the Government). With the implementation of this drop-out system, it is hoped to motivate students to complete their studies on time with good results.

### B. AIM

This standard operating procedure aim to:

1. Provide an overview for students who attend lectures at the University of Education Indonesia, especially the Department of Mathematics Education.
2. To be a reference in conducting periodic evaluations of the study period of each student in the Department of Mathematics Education, adjusting to the study time determined by the Education implementation guidelines regarding DO issues.
3. Encourage students to complete studies on time following regulations issued by institutions (Universitas Pendidikan Indonesia and the Government)

### C. SCOPE

This standard operating procedure includes the following activities:

1. The Study Program provides information to students about the deadline for completing undergraduate studies at a maximum of 14 semesters.
2. List students who have and are approaching semester 14.
3. Calling students affected by the problem to fill out a statement that the contents are willing/unwilling to complete the study within the period set by the institution.

4. If the student does not provide a response within the specified period or there is no action, then the study program can issue a drop-out decision request for the student.

**F. ACTIVITY STEPS**

ACTIVITY	Unit						Time	Document
	Head of Study Program	Student	Lecturer	Deputy Dean I	Dean	Rector		
Study Program asks for student data for semester 13/14	1							
13/14 semester student registration						2		
The study program makes a warning letter to students and a copy to the academic supervisor/thesis supervisor	3							
Students fill out a statement letter on stamps		4	4					
Known by the academic supervisor/thesis. A statement containing that you will complete your study before the DO deadline and the end of the study limit will be subject to DO								
The study program monitors the progress of the student's study completion.	5	5						
If until the last semester until the DO limit there is still no progress to complete the study, the study program reports to the Vice Dean 1				6				
Dean's warning letter through Deputy Dean 1				7				
Make a warning letter to the student concerned, signed by the Dean						8		
The Study Program is sending letters to the students concerned.	9							
Monitoring of study progress by Study Program and Deputy dean 1	10			10				
If until one week the deadline for completing the study there is still no progress, then the Dean, through Deputy Dean 1, submits a DO decision letter to the vice-rector 1				11				
Making DO decision letter by vice-rector 1						12		
Penandatanganan Keputusan DO oleh Rektor						13		
Sending letters to the students concerned, copy to Study Program	14					14		
Documentation	15					15		