



WITHDRAWAL FROM A COURSE

Please complete and SIGN THIS APPLICATION. Return it to the Student Affairs Office.

STUDENT INFORMATION			
Name – Surname			
Student ID#		Phone number	
Faculty		Program	

COURSE INFORMATION	
Course Name	Course Code
Signature	Date

ACADEMIC ADVISER INFORMATION AND APPROVAL	
Academic Adviser (Name):	
Signature	Date

STUDENT AFFAIRS OFFICE	
Signature	Date

REGULATIONS FOR WITHDRAWAL FROM A COURSE

1. Withdrawal period begins after ADD-DROP period. The deadline is determined within the academic calendar.
2. Academic Adviser's approval is needed on the form; the class list is updated and the relevant course instructor is informed about the withdrawal by the SAO.
3. The total number of withdrawals for a student is limited to a maximum of four courses in a two-year program and a **maximum of eight courses in a four-year program**. A student can withdraw from **at most two courses in the same semester**.
4. A symbol of W is used when a course is withdrawn. Withdrawn courses appear in grade reports and transcripts, but they have no effect on GPAs and academic standings.
5. If a student repeats a course s/he has already passed, so as to raise the grade, but decides to withdraw, the previous grade is still valid.
6. A required course with a W grade should be retaken in its very first next offering. An elective course with a W grade needs not to be retaken, provided that another elective course is taken to replace it so as to fulfill the curriculum requirements.
7. It is highly recommended that withdrawals from courses should be made sparingly and limited to situations to avoid dismiss or repeat conditions.
8. **The student can withdraw from one specific course only once.**
9. In place of the withdrawn course, no new course can be added in that semester.
10. In exceptional cases, the student may appeal to the Dean's Office. The Dean will examine the case, make a decision and act as needed.