

STUDENT'S COPY

REQUEST TO WITHDRAW FROM A COURSE

----- SEMESTER of

----- ACADEMIC YEAR

Last Name:

Faculty:

First Name:

Department:

Student Number:

Class:

Course Code:

Credit:

Section:

Date:

Student's
Signature:

Advisor's Name and Signature:

Student **can /can not** withdraw from course

Date:

Instructor's Name and Signature:

THIS FORM WILL BE KEPT BY THE STUDENT

ADVISOR'S COPY

INSTRUCTOR'S PERMISSION TO WITHDRAW FROM A COURSE

----- SEMESTER of

----- ACADEMIC YEAR

Last Name:

Faculty:

First Name:

Department:

Student Number:

Class:

Course Code:

Credit:

Section:

The above named student can withdraw from course.

Date:

Instructor's Name and Signature:

THIS CARD SHOULD BE GIVEN TO THE ADVISOR BY THE STUDENT

REGULATIONS CONCERNING WITHDRAWAL:

- a) Students are not allowed to withdraw from courses during the first two semesters of undergraduate programs.
- b) A student is not allowed to withdraw from courses which s/he has to repeat, from which s/he took the grade "W" before and/or from courses which are not included in Grade Point Average.
- c) A student is not allowed to withdraw from courses which constitute more than 2/3 of normal course load.
- d) A student is allowed to withdraw from six courses at most during her/his undergraduate program. (one course at most in one semester) subject to recommendation of the advisor and approval of the instructors concerned.

A student who has obtained the grade of "W" must repeat it the next semester the course is offered.

THIS FORM WILL BE KEPT BY THE ADVISOR