

Student's Copy

Course Withdrawal Request Form

Semester: _____

Academic Year: _____

Name:

Faculty:

Student Number:

Department:

Course:

Section:

Course Code:

Credits:

Date:

Student's Signature

Advisor's Name and Signature:

The withdrawal request is **denied** / **approved**.

Date:

Instructor's Name and Signature:

This form will remain with the student.

Advisor's Copy

Instructor Permission for Course Withdrawal

Semester: _____

Academic Year: _____

Name:

Faculty:

Student Number:

Department:

Course:

Section:

Course Code:

Credits:

The above-named student has permission to withdraw from the course.

Date:

Instructor's Name and Signature:

This form must be submitted to the advisor by the student.

Withdrawal Regulations:

- a) Students are not allowed to withdraw from courses during the first two semesters of undergraduate programs.
- b) Students are not allowed to withdraw from courses which they must repeat, for which they already received a grade of W (withdrawal), or from courses which are not included in the Grade Point Average.
- c) Students must ensure that withdrawals do not reduce their course load below 2/3 of the normal course load.
- d) Students are allowed to withdraw from at most six courses during their undergraduate programs, and only one course per semester, subject to advisor and instructor approval.

Students who receive a grade of "W" from a compulsory course must repeat the course the next semester the course is offered.

This form will remain with the advisor.