

## Course Withdrawal

When a student discontinues studying in one or more courses in the semester or academic year at the request of the student.



Students in the foundation year or the college first general year are not entitled to withdraw from any course.

### Terms and conditions of course withdrawal:

- 01 The request should not exceed the end of week 11 for the semester system or week 20 for the annual system.
- 02 The number of credit hours after withdrawal should not be less than 12 credit hours for the semester system and 20 credit hours for the annual system.
- 03 Withdrawal from a course is not allowed if the student has progressed two academic levels beyond the course in his/her study plan.
- 04 The student is not allowed to withdraw from a course that will not be scheduled again because it is part of a study plan in the process of change, and there is no equivalent course in the ongoing plans.
- 05 The course was not withdrawn from or was not given the grade (DN) previously.
- 06 The student requesting for a course withdrawal must commit to attend the course classes until his/her request is approved by the college.

### What are the consequences of course withdrawal?



The request cannot be reversed after the approval of the college.



Difficulty in regular enrollment according to the levels of the study plan due to the possibility of schedule time conflict for courses of different levels.



There is no guarantee that the course will be offered in the next semester.



It disrupts the study plan and completing the graduation requirements without exceeding the maximum period for graduation\*.



The student is graded (W) for the course (grade W does not affect the cumulative GPA).



Not adhering to regular attendance until the request is approved may lead to academic penalties, affecting the grades of enrolled courses and, consequently, lowering the student's cumulative GPA.

Requests of course withdrawal are submitted through the Student Information System (SIS) according to the academic calendar announced on the University's website

\* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



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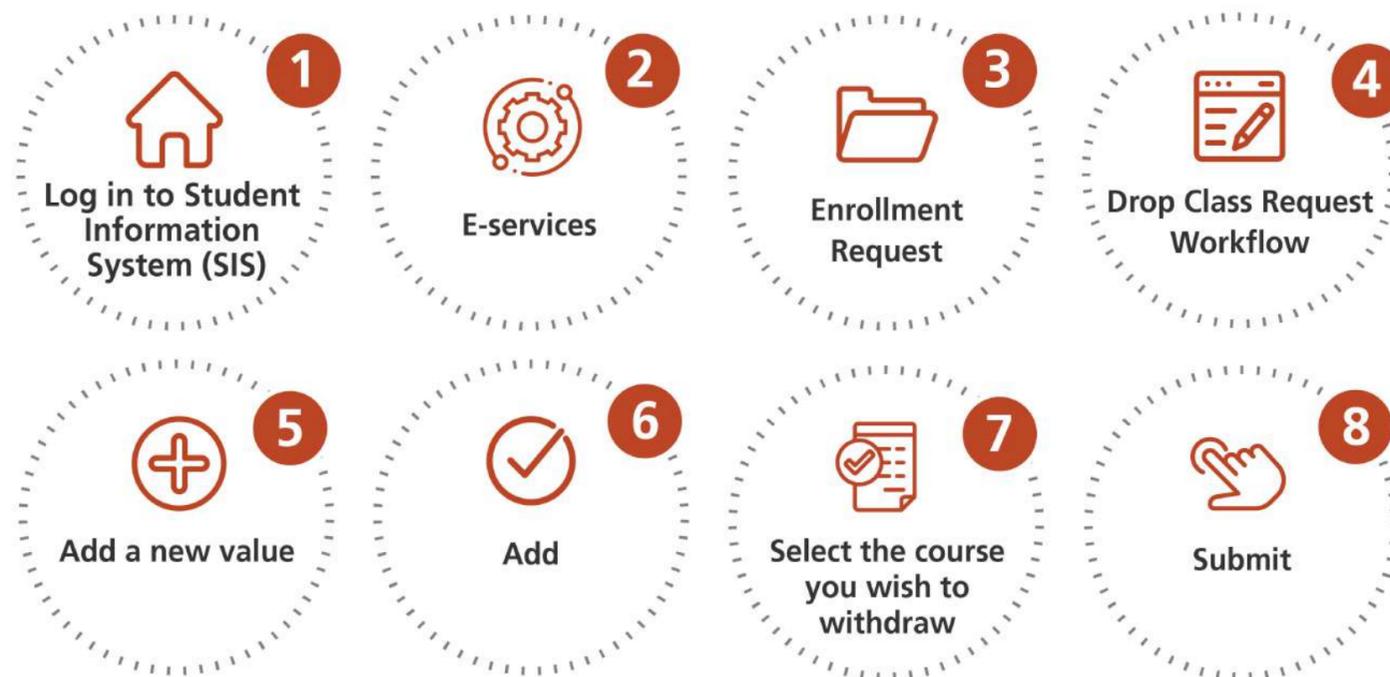
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## Steps of course withdrawal



## Steps to view Course withdrawal status



“ A student can submit a course withdrawal request for more than one course in the same request, and they cannot submit another request unless the previous request has been processed. ”



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