

## REQUEST FOR WITHDRAWAL FROM A COURSE

<b>DEPARTMENT</b>	
<b>COURSE CODE/SECTION</b>	..... DeptCode/CourseCode/Section (Example 11-312-01)
<b>COURSE NAME</b>	
<b>DATE OF REQUEST</b>	
<b>INFORMATION ON THE STUDENT, THE INSTRUCTOR AND THE ACADEMIC ADVISER</b>	
<b>NAME :</b> <b>STUDENT ID :</b> <b>SIGNATURE :</b>	<b>LAST NAME :</b> <b>PHONE :</b> <b>DATE :</b>
<b>COURSE INSTRUCTOR'S NAME :</b> <b>SIGNATURE :</b>	
<b>DATE :</b>	
<b>ACADEMIC ADVISER'S NAME :</b> <b>SIGNATURE :</b>	
<b>DATE :</b>	
<b>DEPARTMENT'S APPROVAL</b>	
<b>CHAIRPERSON'S NAME :</b> <b>SIGNATURE :</b>	
<b>DATE :</b>	
<b><u>IMPORTANT REMINDERS ON WITHDRAWAL</u></b>	
<ul style="list-style-type: none"> <li>• The total number of withdrawals for a student is limited to a maximum of two courses in a two-year program and a maximum of four courses in a four-year program.</li> <li>• Withdrawal requests may be made up until two weeks before the last day of classes of the semester as declared in the academic calendar.</li> <li>• A grade of W is given in a course withdrawn. W grades appear in grade reports and transcripts, but they have no affect on GPAs and academic standings.</li> <li>• A required course with a W grade must be retaken in its very first next offering. An elective course with a W grade need not be retaken provided another elective course is taken to fulfill the departmental requirements.</li> <li>• It is highly recommended that withdrawals from courses should be made sparingly and limited to situations to avoid dismiss or repeat conditions.</li> </ul>	

PLEASE SEND THE ORIGINAL OF THIS FORM TO THE REGISTRAR'S OFFICE

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