

**MIDDLE EAST TECHNICAL UNIVERSITY
NORTHERN CYPRUS CAMPUS
APPLICATION FORM for WITHDRAWAL from a COURSE**

Having carefully read "The rules and regulations for withdrawal from a course" given below, I hereby declare that I would withdraw from the course indicated below, provided that it is not in conflict with the "Undergraduate Regulations".

I kindly request the completion of the process. Yours obediently.

STUDENT INFORMATION

Surname, Name :
Program/ Year :
Student ID :
Signature :
Date :

COURSE INFORMATION

Course Code :
Course Name :

ADVISOR's and INSTRUCTOR's APPROVAL

Advisor		Instructor of the Course	
Surname, Name	:	Surname, Name	:
Signature	:	Signature	:
Date	:	Date	:

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE AFTER COMPLETION OF APPROVALS

RULES and REGULATIONS for WITHDRAWAL from a COURSE

Courses of the first year curriculum: Students can not withdraw from the courses of the first year curriculum of their respective undergraduate program (The only exception is that it might be a course already taken and succeeded but it is taken for a second time to increase the grade)

Courses that are repeated: Students can not withdraw from courses that they have to repeat (Courses from which an FF,FD,NA, or W grade were obtained previously), or from courses that do not effect the grade point average (non credit courses or courses registered in NI status). This rule is applicable to all courses independent of it being a must or elective course. Students can not also withdraw from a course that is taken as replacement for a previously failed course.

Course load: Students, except those who are in Suspension/Suspension Warning status, are not allowed to withdraw if this procedure results in their course load being less than 2/3 of their normal course load. The course load of a student is the total number of credited (courses with credit) courses indicated in the catalog corresponding to the respective semester the student is enrolled. This rule is applicable to "Irregular" students too. This means that if the total credited courses are 5 the student should be taking at least 3 courses after withdrawal, similarly 4 courses should be taken if the normal load is 6; 5 courses if normal load is 7.

Limits on number of withdrawals: A student can only withdraw from a single course per semester, and the total allowable withdrawals during the undergraduate education can not exceed 6.

Double Major/ Minor Program Students: Students of a double major/minor program wishing to withdraw from a common course registered in both programs has to withdraw that course from both programs.

Students in graduation status: To repeat a course previously withdrawn is mandatory. If during the time passed after withdrawal, the withdrawn course(s) is excluded from the program, students may take the courses that are approved by the related authority. If a student withdraws from a course during graduation year, the course(s) with the grade of 'W' will have to be repeated. In this case, graduation is not possible, the student will have to continue until successfully completing the withdrawn course(s) with a passing grade.

Courses previously succeeded: As known, a course from which a passing grade (DD or above) was obtained previously can be repeated in order to improve the grade, provided that the course/or replacing course is repeated within three semesters the course was taken. Students can withdraw such a course provided that the three semester rule mentioned above is not going to be violated when the course is taken after withdrawal. If allowable, the student's cumulative grade point average is calculated using the previous grade obtained from the course, and the course should be repeated the first time it is available.