

BAHÇEŞEHİR CYPRUS UNIVERSITY

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Student Details:

Student Number	
Name - Surname	
Faculty / Department	
Class	

Course Details:

Course Code	
Course Name	

*** I hereby want to withdraw from the above-mentioned course pursuant to relevant article of the Bahçeşehir Cyprus University Regulation on Undergraduate Education and Examination.
Kindly submitted for necessary action.**

Student Signature

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APPROVALS

Instructor of the Course	Head of Department	Registrar's Office
Name Surname:	Name Surname:	Name Surname:
Date:	Date:	Date:
Signature:	Signature:	Signature:

Bahçeşehir Cyprus University associate and undergraduate degree regulation for admission, education and examination**Withdrawal**

ARTICLE 25 – (1) Withdrawal from a course is subject to the Article 26 (3) (f) of this Regulation. Students apply in writing to the department or programme head of their academic unit for approval to withdraw from the course. Students' petitions are finalised by the relevant units and forwarded to the Student Affairs Directorate by the relevant dean's office/directorate within three days. (2) In case of any withdrawal, the letter (W) is recorded on the transcript. The credit of this course is not included in grade point average calculations. (3) A student can withdraw from at most one course in a semester. As a result of withdrawal from a course, the number of courses in which the student is enrolled cannot fall below two. A student may withdraw from a maximum of two courses in associate degree programmes and a maximum of four courses in undergraduate programmes. (W) withdrawal status is used for a course for which the student is allowed to withdraw by the head of the department of the relevant unit until the end of the working hours of the last working day of the tenth week from the beginning of the semester. The following rules are applied for students to withdraw from the course in this way: 1) A student cannot withdraw from the courses of the first year of the associate degree and undergraduate education programme. 2) A student cannot withdraw from courses that he/she has to repeat due to failure, courses that he/she has previously withdrawn from, courses that are not included in the grade point average and courses taken in the summer term. 3) Students are obliged to take the course they have withdrawn from when it is first offered in the semester indicated in their curriculum. Summer term is not included in this obligation. 4) The rules regarding the (W) grade do not apply for courses taken outside the University. 5) Withdrawal applications are made within the first eleven weeks from the beginning of the semester.