



## WITHDRAWAL FORM

I do declare that I have read withdrawal rules mentioned hereinbelow. I request to withdraw from the courses which I mentioned below in compliance with the regulation.

Kindly submitted for your information.

Regards.

### STUDENT INFORMATION

Surname, Name : ..... Student Number : .....  
Date : ..... Main Branch:.....  
Program :.....  
Signature : .....

### Course Information (Kindly check the information about the course and registration from AYSIS)

Course Code : ..... Year and semester of the registration:...../...../.....FALL/SPRING  
Course Title : .....

### THE APPROVAL OF ACADEMIC ADVISOR OR INSTRUCTOR

#### Academic Advisor

Surname, Name : .....  
Date : ...../...../.....  
Signature : .....

#### Instructor

Surname, Name : .....  
Date : ...../...../.....  
Signature : .....

### EXPLANATION:

#### WITHDRAWAL

**Deadline:** It can be found in the Academic Calendar approved by the Senate. For application, It is important that students not to miss the deadline. Due to this, it is strongly recommended that the students make academic advisor and instructor sign relevant form in time. Because the last day of the application for withdrawal is due on at the end of seventh week, excuses of the students who were not be able to find their academic advisor or instructor on the last day won't be accepted. In this case, students won't be able to withdraw from relevant course

**How to find "Withdrawal Form" and Where to submit: Students can obtain the form from the Secretariat of the Institute or from the website of the University "<http://sosyalbilimler.aydin.edu.tr/bilgi-ve-belgeler>"**

**The students should submit the form after obtaining required signatures from their academic advisor or instructor to the secretariat of the Institute.**

Withdrawn courses appear on students' transcripts with a letter grade of "W".

#### WHAT IS WITHDRAWAL?

**According to Article 52/7 of Graduate Education-Teaching and Examination Regulation, the withdrawal grade (W) is given when a student applies to withdraw from a course within the first 7 weeks after add-drop week is over with his/her consent and approval of the instructor.** A student can withdraw from 1 course at most in a semester, 2 courses at most in whole period of study with recommendation of his/her advisor and approval of the instructor.

#### WHAT ARE THE CONDITIONS TO WITHDRAW FROM A COURSE?

**The courses to be repeated: A student cannot withdraw from the courses which s/he should retake (the courses which the student got FF, FD, NA or W before).**

The rule is effective for both selective and compulsory courses. **In other words, if the student takes a course in substitution for a course s/he failed previously, the student cannot withdraw from the course.**

**Course Load:** A student cannot be allowed to withdraw from a course when the course load is less than 2/3 of the normal course load.

**How many courses at most can be withdrawn?:** A student can withdraw from 1 course at most in a semester, 2 courses at most in whole period of study.

**Students granted graduation: The students must retake the courses which they withdrew previously. The courses can be elective courses or removed from the program. In this case, the students should take the courses which was recommended by the Head of Department in substitution for related courses. Because the courses in the grade of "W" must be retaken, the students about to graduate should be careful about this.**

**The students who complete their maximum period of study:** It is recommended that when the student completes maximum period of study s/he should be careful before withdrawing from a course.