

BAHÇEŞEHİR UNIVERSITY
TO THE DEAN OF THE FACULTY OF COMMUNICATION

Withdrawal Form form

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Student Information;

Turkish ID Number	
Student Number	
Name Surname	
Faculty/Department	
Class	

Course Details; (Check the information about the course and registration status.)

Course Code	
Course Name	
Course Type (MUST, DEP, NONDEP, GEP)	
Section Number	

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

Signature

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WITHDRAWAL RULES:

ARTICLE 25 –

In order to withdraw from a course, students shall make a written application to the relevant head of department to get approval. Applications of students are resolved by relevant departments and communicated to the Registrar's Office by the relevant dean/manager within three days. The courses which are withdrawn by the student are recorded as (W) in the transcript, indicating that the student withdrew from this course. The credit of this course is not included in the calculation of the grade point average.

A student can only withdraw from one course in the student's current curriculum in each semester. The number of registered courses in one semester may not fall below two as a result of withdrawal from a course. During their period of studies, students can withdraw from a maximum of three courses in associate degree programs and a maximum of six courses in bachelor degree programs.

The grade (W) is used for a course from which a student is permitted by the relevant head of department to withdraw until the end of working hours of the latest business day of the tenth week from the beginning of the semester. The following rules apply for such withdrawals from courses:

A student may not withdraw from the courses in the first semester of the curriculum of an associate and bachelor degree program.

A student may not withdraw from the courses from which such student is given the grade F, NA, U, or W, and the courses that the student took in the summer semester.

A student may not withdraw from the courses due to failure in that course or in order to increase the grade.

A student is obliged to take a withdrawn course in the first semester when the course is offered in student's own department. This obligation does not apply to the summer semester.

The rules concerning the grade (W) do not apply to the courses that are taken from outside the University.