



To the Dean's Office/Directorate of ..... of  
BAHÇEŞEHİR UNIVERSITY

Withdrawal Form

...../...../.....

**Student Details;**

Turkish ID No	
Name Surname	
Faculty/Department	
Class	

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

Course Code	
Course Name	

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

Kindly submitted for necessary action.

Signature

.....

**Approval of Advisor and Instructor of the Course**

Instructor of the Course	Advisor
Name Surname:	Name Surname:
Date:...../...../20...	Date:...../...../20...
Signature:	Signature:

**Head of Department**

Name Surname:	
Date:...../...../20.....	Signature:

**WITHDRAWAL RULES**

**ARTICLE 26 – (1)** Withdrawals are made according to the rules set out in Article 27(3)(f). In order to withdraw from a course, students shall make a written application to relevant head of department to get approval. Applications of students are resolved by relevant departments and communicated to the Registrar's Office by relevant dean/manager within three days. **(2)** The courses which are withdrawn by the student are recorded as (W) in the transcript, indicating that the student withdrew from this course. Credit of this course is not included in the calculation of grade point average. **(3)** A student can only withdraw from one course in 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.

**ARTICLE 27 – (3) f)** 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 tenth week from the beginning of semester. The following rules apply for such withdrawals from courses:

**(1)** A student may not withdraw from the courses in the first year of curriculum of an associate and bachelor degree program. **(2)** A student may not withdraw from the courses due to failure in that course or in order to increase the grade. **(3)** A student is obliged to take a withdrawn course in the first semester when the course is offered in student's own department.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 summer semester. **(4)** 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 summer semester. **(5)** The rules concerning the grade (N) do not apply to the courses that are taken from outside the University.