



Courses Withdrawal



Withdrawing from a course: It is an apology for not continuing to study a certain course without the student being considered a failure in the course.



Important notes



3 The student communicates with his academic advisor and asks him to schedule an orientation session to discuss the withdrawal request. He also provides his academic advisor with his academic record, the university calendar, and all the reasons that support the request to withdraw from the course (Link)



2 The student reviews the university calendar and checks the period allowed to request withdrawal from a course (link).



1 The student reviews by himself the thirteenth article of the study and examination regulations and the executive rule, and makes sure that all the postponement rules are met (link).



6 The student communicates with his academic advisor and informs him of the application result.



5 The student follows up his application by entering his academic page on a continuous basis and making sure that the application is implemented and changing the status of the course in the academic record to Excuse (Link).



4 The student requests to withdraw from a course from his academic page within the permitted period, as shown in the video (link).

1. The request to withdraw from a course is submitted electronically through the student's page, and the withdrawal request is not accepted after the end of the permitted period.
2. It is not permissible to withdraw from any course in which the student attended the final exam.
3. The student has no right to withdraw from a course twice, whether in two consecutive semesters or in separate semesters.
4. The number of hours registered for the student after accepting withdrawal from the course must be more than or equal to 12 credits.
5. Submitting a request to withdraw from a course electronically does not mean acceptance of withdrawal, and the student must continuously follow up his request on the academic system portal until it becomes clear to him whether the request will be accepted or not.
6. The student may not turn back from the withdrawal.