



Withdrawing form not completing a semester



Withdrawing: It is a request to stop studying for the remaining of the semester and then restart studying in the following semester.



A regular student may apologize for two consecutive semesters or three non-consecutive semesters without being considered a failure if he submits his application on time and all the conditions for apology apply to him.

Important notes

1. As explained in the link, an apology is not the same as a postponement.
2. The apology request is filed electronically on the student's profile, and it will not be accepted after the time limit has passed.
3. Submitting an apology request electronically does not imply that the student accepts the apology, and the student must continue to monitor his request on the academic system portal until it is obvious whether or not the apology request has been accepted.
4. Because the apology is just for one semester, the student is automatically returned as a regular student in the system.
5. The student is totally responsible for continuing to study in the semester after the apology semester.
6. If the student submits a retraction request during the academic calendar's add/drop period, the student may withdraw the apology.



3 The student contacts his academic advisor and discusses the request for an apology with him, taking into account the student's academic record, study plan, and reasons for the apology (the student provides the advisor with the academic record and documents justifying the apology before the counseling session) (link).



2 The student reviews the university calendar to determine the time limit for filing an apologies request (link).



1 The student reads the thirteenth article of the study and examination regulations, as well as the executive rule that governs them, and ensures that all of the prerequisites for an apology have been met (link).

6

The student contacts his academic advisor and notifies him of the result of his application.



5 The student monitors his request by regularly visiting his academic page, ensuring that the request is carried out, and moving the student's status from regular to sorry. (link).

5



4 As stated in the video, the student submits an apology request through his academic page within the time limit (link).

4