

Procedure #	AA-104-P1	Revision #	02
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## Courses Withdrawal Procedure

### 1. Definitions

- 1.1. **Study Plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and a special file kept by the department for the purpose of follow-up, evaluation and development, and it may be for some courses A requirement or prerequisites or concurrent with it.
- 1.3. **Semester Course Load:** The total number of study units that a student is allowed to register for in a semester, and the maximum and minimum course load are determined according to the university's executive rules.

### 2. Procedure

- 2.1. Withdrawing academic courses is restricted during the withdrawal period extending from the end of the add-and-drop period until the withdrawal period deadline specified in the university calendar. The student cannot withdraw from any course after the withdrawal period deadline
- 2.2. Provided that the student's academic load after withdrawal is not less than "12" credit hours, the student fill out the "*Courses Withdrawal Application Form*" and consults with his/her academic advisor.
- 2.3. The Courses Withdrawal Form must bear the signature of the academic advisor and approved by the College Dean.
- 2.4. The student submits the properly approved Withdrawal Form to the registration officer at the Admission and Registration Department. The registration officer registers the courses on the system and submits the updated course schedule to the student.
- 2.5. The withdrawn course is marked with a "W" in the student's academic record.

### 3. Related Documents

- 3.1. Courses Withdrawal Application Form (AA-104-F1)