

## Withdrawal and Postponement of Study Policy

<b>Policy #</b>	AA-104	<b>Revision #</b>	02
<b>Accessibility level</b>	A	<b>Effective date</b>	20 Jan 2021

### 1. Purpose

This Policy highlights the rules and regulations governing the students' withdrawal of courses, semesters and the university, postponement and interruption of study and conditions for Readmission.

### 2. Definitions

- 2.1. **Grade Letter:** Description of the percentage in alphabetical code of the final grade that the student attained in any course.
- 2.2. **Incomplete Grade:** A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).
- 2.3. **GPA:** The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total number of units prescribed for those courses.

### 3. Policy

#### 3.1. Withdrawal from Courses:

- A) A student who withdraws from, or is forced to drop, a course will receive a grade of "W."
- B) A student cannot withdraw or be withdrawn from a course after the announced deadline (not later than 10 weeks from the start of the semester or five weeks in the summer term) unless approved by the College Academic Committee.
- C) A student cannot withdraw or be forced to withdraw from a course if this results in the student being registered for less than 12 credits (in a regular term) without the approval of the College Academic Committee.
- D) A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course must petition the College Academic Committee for permission to do so.
- E) The courses with previous requirements or concurrent requirements must be taken into consideration when withdrawing a course and an exemption may be made with the approval of the College Academic Committee.
- F) The semester tuition fees are not affected by courses withdrawal and the summer credit tuition fees are not refundable.

Withdrawal from a course is performed using the "*Courses Withdrawal Application Form*" bearing the signatures of the course instructor and the academic advisor.

#### 3.2. Withdrawal from a Semester:

- A) A student may apply to withdraw from the semester latest by the course withdrawal deadline. Application for withdrawal after the course withdrawal deadline announced in the University Calendar needs the approval of the Dean of the College. The student must fill the "*Semester Withdrawal Application Form*" from the Registrar's Office.
- B) Withdrawal from a semester is subject to the University's refund policy.

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- C) A withdrawn semester is considered as a postponed semester to which the limits for number of postponed semesters in the Postpone Semester Policy apply.
- D) Withdrawn semesters are counted as part of the maximum duration of study.

### 3.3. Postponement and Interruption of Study

- A) A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters or three non-consecutive regular semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree.
- B) If a student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. The University Council may make exceptions when it deems necessary.
- C) A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university

### 3.4. Withdrawal from the University:

A student may apply to withdraw from the University at any time. The student should fill the “*University Withdrawal Application Form*” that can be obtained from the Registrar’s Office. The student should follow the student clearance procedure after settling his financial account at the Department of Finance. The student should note the refund the University’s tuition policy.

### 3.5. Conditions for Readmission

Students who withdraw from FBSU with a good academic record are granted readmission within a period not exceeding four semesters for one time only, provided that he/she was not on probation prior to the interruption date. Students who wish to return after the four-semester period, or those who were on probation, have to reapply for admission. Their files will be re-evaluated based on the admission requirements applicable at the time of reapplication.

## 4. Related Documents

- 4.1. Courses Withdrawal Procedure (AA-104-P1)
- 4.2. Semester Withdrawal Procedure (AA-104-P2)
- 4.3. University Withdrawal Procedure (AA-104-P3)
- 4.4. Postponement of Study Procedure ( AA-104-P4)
- 4.5. Courses Withdrawal Application Form (AA-104-F1)
- 4.6. Semester Withdrawal Application Form (AA-104-F2)
- 4.7. University Withdrawal Application Form (AA-104-F3)
- 4.8. Postponement of Study Application Form (AA-104-F4)
- 4.9. Student Clearance Form (AA-111-F2)