

## Course Withdrawal Period Announcement

The admission and registration department announces that through the student account in the SIS, On Wednesday, April 20<sup>th</sup> 2022 is the starting of course deletion period until Tuesday, May 10<sup>th</sup> 2022 which is the Course Withdrawal deadline for Second Semester 2021-2022.

- **No course withdrawal requests will be accepted after this date.**
- **Course withdrawing fees are non-refundable**

Please read the following guidelines carefully before applying for course withdrawal:

- Course withdrawal applications will only be considered if submitted within the period specified above.
- Students applying to withdraw from **all** their semester courses will be given the status of **postponing students** ( For more on that , please read the relevant regulations)
- The letter grade (**W**) will show on the withdrawing student's transcript but will not be calculated either in the semester or cumulative GPA.
- **Withdrawing students should be very careful when choosing the courses they want to drop.**
- In the event of mistakenly dropping the wrong course, **the student will have to immediately contact the admission and registration department.**
- Withdrawing students take full responsibility for their course withdrawing decisions.
- For details on how to withdraw from courses on **SIS**, please read the attached file.

We wish you all the best  
Admission & Registration Department