**TO T.C.**

**BEYKOZ UNIVERSITY**

**Graduate Programs Institute Directorate,**

**WITHDRAWAL FROM THE COURSE APPLICATION PETITION**

……/……/……

I am the student of Program of Graduate Programs Institute with ……………………. student number. I would like to withdraw from the course that I am registered in the …………….  (Fall / Spring ) semester of  20… / 20…academic year and whose code and name are given below.

I kindly request necessary actions to be taken.

|  |  |
| --- | --- |
| **COURSE CODE** | **COURSE NAME** |
|  |  |

|  |  |
| --- | --- |
| **Advisor Title and Name-Surname** |  |
| **Advisor Signature** |  |
| **The Head of The Program Department Title and Name-Surname** |  |
| **Signature of The Head of The Department** |  |

Student’s;

First Name : ………………………………………………...

Surname : ………………………………………………...

Signature : …………………………………………………

***Note:******Beykoz University Graduate Education And Education Regulation; pursuant to article 50, Withdrawal from the course;*** *(1)After the add and drop period ends, students can withdraw from the course they have registered with, with the opinion of the advisor and the decision of the Institute Administrative Board, until the deadline specified in the academic calendar. Students who withdraw from the course are given a W grade. Students can withdraw from a maximum of 2 courses during their education. No refunds will be made for course withdrawals.*

*(2)As a result of withdrawing from the course, the number of courses registered by the student in a semester cannot fall below 2. (3)Students cannot choose another course in the same semester instead of the course they have withdrawn. (4)English preparatory program students and first semester students cannot withdraw from courses.*