

(COURSE WITHDRAWAL POLICY)

### Introduction

For a variety of reasons, students choose to drop individual courses and/or withdraw from all of their courses during a semester/summer term when they are well into the semester or the summer term. As a University policy, and in order to avoid confusion regarding when students may drop from a course and/or all of their courses, the following policy has been adopted by Al Yamamah University. **(In what follows, the determination of all specified time frame/dates—e.g. the last day to drop a course/all courses, the last day of instruction, etc., shall be in accordance with the official academic calendar in force at the time.)**

### Policy Content:

During a regular semester (fall or spring), students who wish to withdraw from a specific course in which they are enrolled during that given semester must do so in writing through the Office of the Registrar no later than one calendar month before the end of the regular teaching portion of the course, excluding the final exam period (the last day to withdraw from a single course will be posted in the Academic Calendar). During a summer term, SILC term, or other shortened period of instruction, students who wish to withdraw from a specific course must do so in writing through the Office of the Registrar no later than two calendar weeks before the end of the regular teaching portion of the course (and the last day to withdraw from a single course will be posted in the Academic Calendar).

During a regular semester (fall or spring), students who wish to withdraw from **all** of the courses in which they are enrolled during that given semester must do so in writing through the Office of the Registrar no later than two calendar weeks before the end of the regular teaching portion of the course, excluding the final exam period (the last day to withdraw from all of one's courses will be posted in the Academic Calendar). During a summer term, SILC term, or other shortened period students who wish to withdraw from **all** of the courses in which they are enrolled during that given term must do so in writing through the Office of the Registrar no later than one calendar week before the end of the regular teaching portion of the course (and the last day to withdraw from all of one's courses will be posted in the Academic Calendar). Under this part of the policy, the student needs the written permission of the dean of the respective college in order to withdraw from all courses.





### Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:



Date: 19/5/1433 (11/4/2012)

University President

