

# American University of Central Asia

## Administrative Services Center

### Withdrawal

**Semester** (circle appropriate semester): **Fall, Spring, Summer**

**Year:** \_\_\_\_\_

All information is indicated in your transcript/schedule.

**Course Name** \_\_\_\_\_

Code \_\_\_\_\_ Course ID \_\_\_\_\_ Credits \_\_\_\_\_

Instructor Name \_\_\_\_\_

Action \_\_\_\_\_ (**W** - for Withdrawal)

**Student Full Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Department \_\_\_\_\_ Student's Signature \_\_\_\_\_

Head of student's major department's signature \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please submit the original to the Administrative Services Center (Room 234).*

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**Year:** \_\_\_\_\_

**Course Name** \_\_\_\_\_

Code \_\_\_\_\_ Course ID \_\_\_\_\_ Credits \_\_\_\_\_

**Student Full Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Administrative Services Center** \_\_\_\_\_ Date \_\_\_\_\_

*Please keep this form till the W-grade will appear in your transcript.*

W (Withdrawal): This grade indicates that the student has decided not to continue with the course. The student must repeat the course if it is required. Although the "W" grade does not impact the GPA, students should carefully consider the consequences associated with this grade. Moreover, in extreme cases, students who elect to withdraw from a course may find that they can no longer graduate in four years (this could occur if the course is a pre-requisite to more advanced work and/or the course is only offered once a year). For these reasons, it is recommended that students consult with their advisors prior to requesting the withdrawal. Students may pick up a withdrawal form in the office of Administrative Services Center, room 244. Students may only opt to withdraw from a course between the beginning of the semester and the end of the 10th week of the semester (the actual date is specified by the Office of the Registrar each term).

As part of the curriculum, students must complete four sports courses. Fifth or more sports courses is subject to a fee.