

Steps for a Request to Drop Out

For Graduate Studies

1. Chair of the School will give approval under Regulation 34.1 in the following cases

- 1.1 Military recruitment or mobilization
- 1.2 International exchange scholarships or other scholarships endorsed by the university
- 1.3 Sickness and hospitalization for more than 3 weeks with medical certificates from certified doctors
- 1.4 Personal obligations with no less than 1 semester of study and with no less than 3.00 GPA
- 1.5 Failure to register

➤ **Procedure** : Specify reasons with signature Contact advisor Meet Chair of the School
or Submit request to CES

2. Institute Committee will give approval under Regulation 34.2 if the student has less than 3.00 GPA or without GPA but in cases of extreme personal necessity

➤ **Procedure** : Specify reasons with signature Contact advisor Meet Chair of the School Institute Committee or Submit request to CES

N.B. :

1. *Submission of request in 1 and 2 must be done within the first 10 days of the trimester (if not yet registered) or within 10 weeks (if already registered)*
2. *Request for drop out in 1 and 2 can be approved for no more than 2 consecutive trimesters; in case of extreme necessity, a new request must be submitted*