



Estd 1864

Forman Christian College

(A Chartered University)

Request to Withdraw from a Semester

Student Name: _____ **Roll No:** _____ **Semester:** _____

- Student, who is considering Semester Withdrawal, should immediately consult their assigned Academic Advisor to discuss their case.
- For Semester withdrawal the request needs to be placed before Add/drop of a semester or before registering any course(s).
- In case of Semester Withdrawal approval, the registered course(s) of a withdrawn semester gets charged as per policy. The course(s) will remain on the transcript and a “W” will appear in place of a grade. For fee related queries for the withdrawn semester, the form for Financial Appeals Committee needs to be filled (available at the Student Dealing window of **Accounts Office**).
- If the withdrawal request is approved, the student is eligible to return to the university for a future semester with the same academic status that the student held at the beginning of the withdrawal semester.
- A grade of ‘F’ or ‘NS’ will result in the course(s) if abandoned casually without official approvals.
- Students should not expect to withdraw after the deadline for withdraw has passed (*students must keep updated with the Academic Calendar*). Especially after the Mid-Terms, when a situation beyond a student's control precludes, completion of final examinations requests should be made to course instructors for Incomplete(s) rather than Semester Withdrawal by the end of a semester or before Finals Week.
- Any issues related to processing of withdrawal from the semester must be dealt within the applicable semester. Check your transcript after 2 weeks to ensure the withdrawal.

Reason(s) for Semester Withdrawal:

NOTE:

Please list the documents (supporting the reason(s) of Semester Withdrawal) attached in the email:

The filled request form needs to be emailed to **Dr. Gloria Calib:** glorialcalib@fccollege.edu.pk

The following departments/emails needs to be Cc'd in the request email as well:

Vice Rector Office: vicerektor@fccollege.edu.pk

Academic Advising Center: advisingcenter@fccollege.edu.pk

Academic Services Office: academicoffice@fccollege.edu.pk

Please make sure that you email the form using your Official FCCU Email ID:

Rollnumber@formanite.fccollege.edu.pk