



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- In case of Semester Withdrawal approval, the registered course(s) of a withdrawn semester gets charged as per policy.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 For fee related queries for the withdrawn semester, the form for Financial Appeals Committee needs to be filled (available at the Student Dealing window of **Accounts Office**).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:

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### 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](mailto:glorialcalib@fccollege.edu.pk)

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

**Vice Rector Office:** [vicerecator@fccollege.edu.pk](mailto:vicerecator@fccollege.edu.pk)

**Academic Advising Center:** [advisingcenter@fccollege.edu.pk](mailto:advisingcenter@fccollege.edu.pk)

**Academic Services Office:** [academicoffice@fccollege.edu.pk](mailto:academicoffice@fccollege.edu.pk)

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

[Rollnumber@formanite.fccollege.edu.pk](mailto:Rollnumber@formanite.fccollege.edu.pk)