Office of the Registrar

جامعة الملك عبدالله للعلوم والتقنية
King Abdullah University of Science and Technology

Use this form to:

• Request pre-requisite waiver.
• *Drop after the "drop with W" deadline.
• *Request to change permitted credits per semester/session.
• Request to increase or decrease registered research credits.
• Add or drop a class or research after the enrolment deadline.

Policy:

A course may be added through the portal during the first two weeks of the semester. Students may add courses after the second week with the permission of the academic advisor and course instructor. Instructors have the right to refuse admission to students if the instructor feels that students will not have the time to sufficiently master the material due to adding the course late. This form is also used for students requesting permission to waive prerequisites for a course or requesting dean's approval to register above the maximum number of credits per semester/session.

A course may be dropped without penalty before the last day to drop a class without a W grade as per the Academic Calendar, but students must ensure they maintain full time registration for the semester/session. Between the last day to drop without a W and the last day to drop with a W, students can drop a course or drop below 12.0 credits with the approval of the instructor, academic advisor, and the dean. After the last day to drop with a W, courses may be dropped only under exceptional circumstances. Students should note that dropping courses may delay graduation and this will be taken into consideration by the program when reviewing course drop requests.

For more information, please check the Program Guide on the Registrar's website.

Instructions: Complete sections **A**, **B** and send to your GPC or RegistrarForms@kaust.edu.sa for further processing.

Section A: Student information

Student Name _____   KAUST ID _____

Program _____ (e.g. AMCS)   Degree/_____ (e.g. M.Sc./Ph.D.)   Semester _____ Year _____

Student's signature _____   Date _____ (DD-MMM-YYYY)

Reason: please choose one or more of the following and clarify further in the comments section

☐ Technical issues   ☐ Pre-requisite waiver   ☐ Drop with W

☐ Drop below minimum permitted credits   ☐ Add above maximum permitted credits   ☐ Change research credits

☐ Drop after the "drop with W" deadline

Additional comments:

Section B: Add/Drop details

I would like to **add** the following Course/Research code (e.g. AMCS 201/ErSE 299)

Course/Research code	Credit value	Instructor name	Instructor signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

I would like to **drop** the following Course/Research code (e.g. AMCS 201/ErSE 299)

Course/Research code	Credit value	Instructor name	Instructor signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

New total number of credits after the above change   _____   Credits

Section C: Official use

		Signature	Date
Academic Advisor name _____	Approved Yes ◯ No ◯	_____	_____
Graduate Program Coordinator _____		_____	_____
***Dean** (or designee) _____	Approved: Yes ◯ No ◯	_____	_____