Policy:
Students are strongly advised to discuss a withdrawal with both their graduate program coordinator (GPC) and academic advisor before submitting a withdrawal form. Students who withdraw before the last day to drop classes without a W for the semester/session will have their courses removed from the transcript. Students who withdraw by the last day to drop a class with a W grade for the semester/session will receive a W for all their courses. Students are not permitted to withdraw after the last day to drop with a W grade unless there are exceptional circumstances and the dean has granted permission. To withdraw in good standing from KAUST, all withdrawals must be approved by the academic advisor, division dean, and dean of graduate affairs. In addition, students must successfully meet all departure clearance requests through Graduate Operations.

Students who are M.Sc./Ph.D. and choose to withdraw before completion of the Ph.D. will also need to complete a withdrawal form. Failure to submit a withdrawal form will result in students being dismissed for abandonment of program. To return to KAUST after a withdrawal, students will be required to reapply for admission.

Once withdrawals are approved, students will have one week to access their KAUST accounts and portal before access is removed.

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

Instructions: Complete section **A** 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 _____
Reason for withdrawal

For final exit procedures please provide this contact information.

Permanent contact number _____   personal email _____ (e.g. @gmail)

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

Section B: Official use

	Approved	Rejected	Signature	Date
Academic Advisor _____	O	O	_____	_____
Graduate Program Coordinator_____			_____	_____
Dean of Division _____	O	O	_____	_____
Dean of Graduate Affairs _____	O	O	_____	_____