

How to apply for a withdrawal via campusnet

1. Log in to Campusnet
2. Click on “My Requests” in the left-side menu
3. You will now see a list of requests that you have already made at the top, as well as a list of the available request *options* at the bottom. In this general list, choose “Withdraw an exam” and click on “Start”.

Current application options			
Request	Semester	Start	End
Order a New Campus Card	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Order a New Semester Ticket	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Order Confirmation Letter	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Order Transcript	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Report Problem with Campus Card	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Request a Semester Ticket Dispensation	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Request to be Excused	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Update Semester Address	Semester spanning	1. Sep. 2020	31. Dec. 2025 ▶ Start
Withdraw an exam	Semester spanning	6. Oct. 2020	31. Jan. 2021 ▶ Start

4. You are taken to a digital request form. Fill out the fields with your personal information. In the field “Exam to be withdrawn”, enter the name of your module/course. Make sure to *use the correct and complete name of the module* instead of a vague description such as “Calculus”. There are many Calculus modules/courses at this university, you will need to be specific.
5. In the field “Agreement”, you will need to choose “yes”. With this agreement, you confirm your request.

The Withdrawal Option means that a student can choose to withdraw from one attempt of a single written examination during the regular examination period (December / May) per semester without providing justification. A withdrawn examination must still be taken but it can be taken at a later point (in the make-up period).

This request must be submitted by the last day before the start of the examination period. By using this form, the instructor of record and the academic advisor will be automatically informed. In the case of a rejection of the request (for formal reasons only, e.g. if the student has already applied their withdrawal to another exam in that semester), Registrar Services will inform all three parties of this rejection. The risk of receiving such a rejection after the written test has already taken place is on the side of the student.

Just like an official excuse, a withdrawal means that the student has not (yet) completed (passed or failed) the module. This may mean missing pre-requisites for following modules and subsequent delay of study. Students should therefore in their own interest not use the Withdrawal Option for examinations whose successful completion is a necessary pre-requisite for compulsory courses in the following semester.

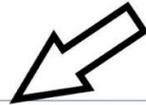
Exam to be withdrawn*

Agreement* YES NO I hereby request the exam to be withdrawn.

User data

This e-mail address is stored with your user account	J.RodriguezPerozo@jacobs-university.de
Matriculation no.	30000520

Save Save and open requests summary Requests overview Check for completeness and submit data



6. At the bottom of the form, you will have several options on how to progress. If you click “Save”, the request is saved (so that you can continue with it a later time). In order to submit your application, you will have to choose the button on the very right: “Check for completeness and submit data”.
7. Now you can check your data once again. If all is correct, click “Submit” at the bottom. Your request is then submitted for checking by Registrar Services. **Please note that you cannot undo this** – since you can only apply for one withdrawal per semester, make sure you are applying for the correct one since **you will not be able to change your mind later**.

Withdraw an exam		
Requested information	Entry	Additional Instructions
Exam to be withdrawn*	Care of Magical Creatures NEWT	<p><i>The Withdrawal Option means that a student can choose to withdraw from attempt of a single written examination during the regular examination period (December / May) per semester without providing justification. A withdrawal examination must still be taken but it can be taken at a later point (in the period).</i></p> <p><i>This request must be submitted by the last day before the start of the examination period. By using this form, the instructor of record and the academic advisor will be automatically informed. In the case of a rejection of the request (for specific reasons only, e.g. if the student has already applied their withdrawal to a different exam in that semester), Registrar Services will inform all three parties of the rejection. The risk of receiving such a rejection after the written test has taken place is on the side of the student.</i></p> <p><i>Just like an official excuse, a withdrawal means that the student has not completed (passed or failed) the module. This may mean missing pre-requisites for following modules and subsequent delay of study. Students should therefore in their own interest not use the Withdrawal Option for examinations whose successful completion is a necessary pre-requisite for compulsory courses in the following semester.</i></p>
Agreement*	YES	<i>I hereby request the exam to be withdrawn.</i>

All mandatory fields are filled in. Do you want to release the application?