



COURSE CHANGE/WITHDRAWAL POLICY

Statement of Aim

The purpose of this policy is to ensure that students make informed decisions regarding course changes or withdrawals, with full awareness of the academic requirements of the **Cambridge IGCSE programme, the Turkish National Certificate, and the International Baccalaureate Diploma Programme (IBDP)**, as well as overall school graduation and credit requirements.

Rationale

Students should have the flexibility to adjust their course selection when necessary in order to better align with their academic strengths, interests, and future study or career pathways. At the same time, these decisions must be made with careful consideration of programme-specific requirements, scheduling constraints, and long-term implications for graduation.

Guidelines

1. Course Change Requests

- Students in Grades 9-12 may request to change courses within the first **fourteen (14) calendar days** of the academic year in September.
- Requests are subject to **timetable availability, class size limits, and approval from relevant coordinators and the Deputy Principal.**
- There is no guarantee that a student's preferred course change can be accommodated.

2. Grade 9 Restrictions

- Students in Grade 9 may **not withdraw from any courses** due to the compulsory credit requirements of the Turkish National Certificate and preparation for IGCSE.

3. Course Withdrawal (Grades 10-12)

- Students in Grades 10-12 may request to withdraw from a course at any point during the academic year.
- Students and parents must first consult with the **School Counsellor** and obtain approval from the **Deputy Principal**.
- In the case of students enrolled in **Cambridge IGCSE courses**, approval will also require consultation with the **Cambridge Coordinator**.
- In the case of students enrolled in the **IB Diploma Programme**, consultation with the **IB DP Coordinator** is required to ensure programme balance and compliance with IB regulations.

4. Transcript Records

- If a student withdraws from a course, the transcript will reflect:
 - **Withdrawn Failing (WF):** If the student's achievement is below 60% on the most recent Progress Semester Report.
 - **Withdrawn Passing (WP):** If the student's achievement is 60% or higher.
- Withdrawal outcomes:
 - **WP during semester:** No credit awarded.
 - **WP at end of semester:** Half credit awarded.
 - **WF:** No credit awarded.

5. Graduation and Programme Requirements

- All course change or withdrawal decisions must be made in alignment with:

- **Turkish National Certificate requirements** (compulsory courses and minimum credits).
 - **Cambridge IGCSE requirements** (subject group balance, examination preparation, and external assessment deadlines).
 - **IB Diploma Programme requirements** (three Higher Level and three Standard Level subjects, including subject group distribution and core components).
- Students and parents are responsible for understanding how a change impacts overall graduation eligibility.

6. Replacement of Withdrawn Courses

- Withdrawn courses may be replaced with:
 - A Study Hall period, or
 - Another available course, subject to timetable feasibility and approval from the **Counsellor, Deputy Principals, relevant subject teacher, and programme coordinators (DP or Cambridge as applicable)**.

7. Self-Study IGCSE Option

- Students in Grades 10-12 may pursue **self-study IGCSE courses not offered at MEF International School-Izmir**, provided that:
 - The decision is made in consultation with the **Counsellor and Deputy Principal**, and
 - Approval is granted by the **Cambridge Coordinator**.

The **Deputy Principal**, in consultation with the **IB DP Coordinator** and the **Cambridge Coordinator**, holds the final authority in approving or denying course change and withdrawal requests. This ensures that all decisions are consistent with the school's graduation requirements and the standards of the Turkish Certificate, Cambridge IGCSE, and IBDP programmes.

Policy updated August 2025