

Universiti Tunku Abdul Rahman

Form Title : Add / Drop / Withdrawal of Courses Form

Form Number : **FM-IAD-001**

Rev No: **1**

Effective Date: **02/05/2016**

Page No: **1 of 1**

(Academic Year: 20 ___ / 20___ , Trimester: Jan / May / October)

Student name	Student ID
Faculty	Programme & Year of Study
Email	Contact No.

Section 5 - Add/Drop/Withdrawal of Courses (Regulation II – Laws of the University)

- (1) Add/Drop of courses should be done within 2 weeks upon the commencement of each trimester. Addition of courses (or equivalent courses) is subject to availability.
- (2) Withdrawal of registered programme course(s) is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester.
- (3) In addition to and without derogation of the provisions of Part II on Refund of Fee in Regulation II but subject always to the prior approval of the Dean of Faculty or Director of a Centre, there shall be a refund of tuition fees less other fees and administrative charges (if any) for courses dropped but no refund whatsoever for courses withdrawn.

Course(s) to be added / dropped						For Office Use Only		
Course Code	Course Title	Group	Credits	*Drop	*Add	Avail.	Equiv.	^HoD remarks
		L: T: P:			N / R			
		L: T: P:			N / R			
		L: T: P:			N / R			
		L: T: P:			N / R			
		L: T: P:			N / R			
		L: T: P:			N / R			
Total credit								

**Please tick Drop to drop course, circle N for add New course, or circle R for repeat course.*

^HoD/HoP of the offering faculty to recommend the approval of the request of repeat/equivalent course.

Course(s) to be withdrawn					
Course Code	Course Title	Group	Credits	Signature of Lecturer	Remarks (if any)
		L: T: P:			
		L: T: P:			
		L: T: P:			
		L: T: P:			
		L: T: P:			
Total credit					

Reason(s) for withdrawal: **(continue on a separate sheet if necessary)**

Supported by:
Academic Advisor
Signature:

Date:

Total Credits in the Trimester after Add / Drop / Withdrawal	
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I am responsible for selecting course(s) for Add / Drop / Withdrawal changes in accordance to the Laws of the University as stipulated above. I understand that it is my responsibility to ensure there is no Course schedule clash in the courses that I add /drop / withdraw.

Student's Signature:..... Date:.....

Approved by the Dean of Faculty

Approved by the Dean of the Faculty (External Equiv. Course)

Signature:Date:

Signature:Date: