IPS /HEP - 02

UNIVERSITI SAINS MALAYSIA

INSTITUT PENGAJIAN SISWAZAH
INSTITUTE OF POSTGRADUATE STUDIES

APPLICATION FORM TO DROP COURSES

Student's Particulars

Full Name																							

Passport No. : | | | | | | | | | | | | | **Matric No**. : _____

School/Centre _____

Degree Programme _____

COURSES TO BE DROPPED

Course Code						*Units*	*Type*	*Lecturer's Signature*	*Date*
								1. _____	_____
								2. _____	_____
								3. _____	_____

Total number of units registered after dropping of courses ☐ ***units***

Student's reason for the dropping of courses	*Lecturer's Comment*
Student's Signature	***Date***

Dean's Comment _____

_____

_____

Dean's Signature _____

Dean's Stamp

Date _____

Please ensure that the remaining units are not less than the minimum number of units required for the programme of study.

► Please return the form to the Institute of Postgraduate Studies

REMINDER TO APPLICANT:

1. Starting week-4, adding /dropping of subject (s) has to go through School/ Centre/Institute and has to be endorsed by Deputy Vice-Chancellors Academic and International.
2. It is your responsibility to check with the Institute of Postgraduate Studies at the end of the 4th week that appropriate action has been taken. Ensure your examination slip coincides with the remaining units and courses.
3. Fee Regulations: Courses dropped during week 1 & 2 :- Eligible for fee credit. Fees are not refundable or credited after the 3rd week.