

**DROP COURSES APPLICATION FORM**  
**SEMESTER \_\_\_\_\_ ACADEMIC SESSION \_\_\_\_\_**

**IMPORTANT REMINDER**

- Attention – Drop Application only can be applied until **week 6** of Teaching & Learning Period
- After week 6 all applications need to get **approval from Deputy Vice Chancellor (Academic & International)**

**REMINDER-PLEASE READ CAREFULLY**

- Application Form need to be submitted at **Co-Curriculum Centre Office**.
- All students need to get the **permission from Programme Chairman**
- Drop Application Submitted in the **1<sup>st</sup> Week** of Teaching & Learning period is **not penalized** (please refer specific date in the announcement notice)
- **RM50.00 will be fined** for any application that submit **after 1<sup>st</sup> Week** of (Teaching & Learning Period)
- Student are responsible to check the application status with Examination Unit After 6<sup>th</sup> Weeks of academic calendar
- Please make a copy for your own reference.

**1. STUDENT DETAILS**

FULL NAME : \_\_\_\_\_

PASPORT NO. / : \_\_\_\_\_ PROGRAMME : \_\_\_\_\_

MATRIC NO. \_\_\_\_\_

TELEPHONE NO. : \_\_\_\_\_

EMAIL : \_\_\_\_\_ ACADEMIC YEAR : \_\_\_\_\_

**2. COURSE DETAILS**

CODE : \_\_\_\_\_ UNIT : \_\_\_\_\_

COURSE : \_\_\_\_\_ TYPE : \_\_\_\_\_

REASON CODE : \_\_\_\_\_

(refer next page)

REASON : \_\_\_\_\_

(if not stated)

**3. (COMMENT) PROGRAMME CHAIRMAN**

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

**4. OFFICIAL USE ONLY**

OFFICER /STAFF : \_\_\_\_\_ DATE : \_\_\_\_\_

NOTE : \_\_\_\_\_

## COURSE CODE GUIDELINE

01	CLASH TIME TABLE	06	REGISTRATION ERROR
02	NOT FULLFILL THE REQUIREMENT	07	SUFFICIENT UNITS
03	COMPLETED	08	EXCESSIVE UNIT
04	CHANGED PROGRAMME	09	TIGHT SCHEDULE
05	AUDITS COURSE (Y)	10	OTHERS
<b>HEALTHY REASON : KINDLY ATTACHED OFFICIAL LETTER FROM DOCTOR</b>			

## DIRECTOR, DEPUTY DIRECTOR AND PROGRAMME CHAIRMAN

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