

**DROP/ WITHDRAWAL OF COURSE (S)  
APPLICATION FORM**

**INSTRUCTIONS**

1 Please fill up the form completely using CAPITAL LETTER.

**SECTION I (To be completed by student)**

**1. STUDENT'S PARTICULAR**

Please tick ( ✓ ) where applicable :

NAME 


  
(Capital Letter)

MATRIC NO 

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PROGRAMME \_\_\_\_\_ LATEST CGPA \_\_\_\_\_

EMAIL \_\_\_\_\_ CONTACT NO. \_\_\_\_\_

**2. COURSE(S) TO BE DROPPED (WITHIN ADD AND DROP PERIOD AFTER COMMENCEMENT OF THE SEMESTER)**

COURSE CODE	COURSE TITLE	SECTION

**3. COURSE(S) TO BE DROPPED (WITHDRAWN)**

COURSE CODE	COURSE TITLE	SECTION

**\* COURSE(S) THAT HAVE BEEN APPROVED FOR WITHDRAWAL WILL BE RECORDED AS GRADE 'W' IN THE TRANSCRIPT. (Refer to Clause 1.7.3)**

**\* I AM FULLY AWARE OF THE REPERCUSSION OF DROPPING THE COURSE AND IMPLICATION TO MY STUDY DURATION.**

\_\_\_\_\_   
 Student's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

**2. SCHOLARSHIP MANAGEMENT & FINANCIAL ASSISTANCE UNIT**

Please state name of the organization that awards the scholarship

\_\_\_\_\_

Recommended by

Remarks

\_\_\_\_\_

\_\_\_\_\_

Signature

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION II (To be completed by School)**

Please tick (√) :

Within ADD/DROP period

YES

NO

Dean/ Director's Approval :

APPROVED

NOT APPROVED

Justifications :

\_\_\_\_\_

\_\_\_\_\_

Signature & Stamp

\_\_\_\_\_

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Name : \_\_\_\_\_ )

**SECTION III (To be completed by Deputy Vice Chancellor Academic and Student Affairs - After Add/ Drop Period)**

Recommended by :

Approved by:

\_\_\_\_\_

Dean/ Director

Signature & Stamp

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

Deputy Vice Chancellor

Signature & Stamp

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION IV (To be completed by Student Accounts and Procurement Department)**

1) After Add/ Drop Period

<input type="checkbox"/>
<input type="checkbox"/>

W1  
W2

Total Amount Chargeable : RM

\_\_\_\_\_

2) Course Registered

<input type="checkbox"/>
<input type="checkbox"/>

Yes  
No

Official Receipt (OR) No:

\_\_\_\_\_

Invoice No

:

\_\_\_\_\_

Signature & Stamp

\_\_\_\_\_

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Name: \_\_\_\_\_ )

**SECTION V (To be completed by Academic Administration Department)**

Please tick (√) :

Status: Within Add/Drop Period

Yes - Drop

No - Withdrawal (W)

Please indicate week of studies :

\_\_\_\_\_

Semester :  February \_\_\_\_\_  May/June \_\_\_\_\_  September \_\_\_\_\_  Others \_\_\_\_\_ (e.g:  June 2016)

<input type="checkbox"/> Received from Student	YES / NO
<input type="checkbox"/> Updated in SMS / PGS	YES / NO
<input type="checkbox"/> Informed / Called / Emailed to School / Centre	YES / NO

Signature & Stamp \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**\*Copy of the form has to be submitted to SMU if the student is under scholarship.**

**IMPORTANT GUIDELINES :**

- Student **MUST** get School's approval for Type [A] and/or [B], of applications.
- Once the process is completed, the form must be submitted to Academic Administration Department.
- Course(s) that have been approved for withdrawal will be recorded as grade 'W' in the transcript. (Refer To Clause 1.7.3)