

HAZARA UNIVERSITY, MANSEHRA**FORM FOR CHANGE OF COURSE(S)**

(To be submitted to Chairman's Office in Triplicate **Triplicate**)

Name of Student**Registration Number**

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Department: _____ **Roll No:** _____

It is requested that I may be allowed to change the following Course(s) during the current semester. It is certified that I understand Change **Policy** of Course(s) reproduced below.

SEMESTER _____ (Give Semester Name like Fall, Spring, Summer and Year)

S. No.	Existing Course Number/ Subject Title with CHs	New Option Course No/Subject Title with CHs

Total number of subjects **changed** to date including the subjects listed above: _____

Date: _____

Signature: _____

Students will not write below this line

No. _____

Dated: _____

Approved and forwarded to the Controller of Examinations & Provost, Hazara University (copy 1) & Provost (copy 2) for further necessary action. Copy 3 be retained in Department's record.

Dated: _____

ChairmanDEAN

Course(s) change Policy

1. When a course, for which a student has enrolled, can not be offered according to the announced program, the student may take an alternative course. However, this must be done no later than 7 days after the date of enrollment.
2. A student, with the consent of the concerned Head of Department, may be allowed to;
 - i. change a course at his own will, within 07 days of the commencement of a semester, and

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- ii. A student may change or convert a credit course into a non-credit course or vice versa within 15 days from the date of commencement of a semester on the recommendations of the teachers (of both courses) and the approval of chairman of the department concerned.
- iii. Changing of course(s) is not allowed after 15th days from the date of commencement of the semester.

Key Note:

1. *Student shall submit (03) copies (in original) of the form duly signed by him/her to the Chairman/HoD concerned.*
2. *Duly signed the forms by the Dean/Chairman/HoD concerned as per mentioned rule (s) then one copy shall be submit (in original) to Provost and Controller of Examination for necessary action and one copy (in original) to be maintain in the Department for record.*