

HAZARA UNIVERSITY, MANSEHRA**SUBJECT (COURSE)/SEMESTER DROP FORM****(To be submitted to Chairman's Office in Triplicate)****Name of Student****Registration Number**

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Department: _____ **Roll No:** _____

It is requested that I may be allowed to drop the following Course(s) during the current semester or whole semester. It is certified that I understand Subject/semester Drop **Policy** reproduced below.

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

S. No.	Course Number/ Subject Title (IN CASE DROPPING WHOLE SEMESTER, all courses shall be mentioned below)	Credit Hr(s)

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

Date: _____ Signature: _____

Students will not write below this line

No. _____ **Dated:** _____Dated: _____ **Chairman** **DEAN**

Course/semester Dropping Policy**Drop of Course**

- g.** A student dropping a semester after registration of the courses or choosing not to register in any course during a semester will deem to have dropped the semester.
- h.** The student dropping a semester after registration of the courses shall be required to pay tuition fee/hostel charges for the semester.
- i.** The semester shall be dropped provided the student seeks the permission of the Chairman/Dean of the faculty concerned within five weeks of the commencement of the semester.

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- j. After fifth (5th) week of the commencement of semester, dropping a semester is not allowed. Thereafter rules related to “withdrawal” will get implemented.
- k. Dropping of **First** semester is not allowed.
- l. The dropped semester shall be counted towards the maximum period of **six** semesters allowed for completing of MA/MSc degree and the maximum period of **twelve** semesters allowed for completion of BS degree.

[Note: Such will be the case for other degree programmes as determined by the concerned BOS/Council.]

- Note:**
- 1. ***Drop of course(s)/semester during Summer semester/condense semester not allowed.***
 - 2. ***“Dropping course or Drop Course” shall not be confused with “Failing in a course (subject)/Failed”. Both are two different things.***

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.*