

HAZARA UNIVERSITY, MANSEHRA**SUBJECT (COURSE) WITHDRAWAL 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 withdraw from the following subject(s) i.e. Course(s) during the current semester. It is certified that I understand Subject Withdrawal **Policy** reproduced below.

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

S. No.	Course Number/ Subject Title

Total number of subjects **Withdrawn** to date including the subjects listed above: _____

Date: _____

Signature: _____

Students will not write below this line

No. _____

Dated: _____

Dated: _____

Chairman**DEAN****Subject Withdrawal Policy****1. Withdrawal:**

- a.** *Withdrawal* from a course will be allowed latest up to three weeks before the starting of semester examination (i.e. by the end of 12th week) under recommendation by the course teacher and approval by Chairperson/Head of Department of the Institute.
- b.** In such a case the transcript shall record that the student enrolled in the course and withdrew i.e. Withdrawn course will appear on transcript with letter **W**, which shall have no impact on the calculation of the CGPA of the student.
- c.** The 'withdrawal approval' so granted by the Chairperson, must reach to the Controller Examinations of the University before the end of the 15th week, otherwise the withdrawal will not be considered and "F" grade will be counted instead "W".
- d.** A student withdrawing after the 12th week (or apply for withdrawal after 12th week) shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.

FORM BS/MSc – 05

HAZARA UNIVERSITY, MANSEHRA

- Note:**
1. *Students withdrawing from even one subject shall not be entitled for inclusion in Dean's Honour Roll during the semester nor shall be entitled for the award of Honours degree.*
 2. *No withdrawals are allowed during Summer semester/condense 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.*