REQUEST TO ADD/DROP STUDY-UNITS - AFTER OFFICIAL ADD/DROP PERIOD

Student Code/ID Card No: __________________ Course: __________________________ Year: _____

Name & Surname: __________________________________________________________________________

Tel No: __________________________ E-mail: _____________________________________________________________________________________

To ADD the following Study-Unit/s:

Code of Study-Unit: ____    Semester:__    O/E/R* Lecturer’s Approval_________________________
Title of Study-Unit: ______________________________________________________________________
Reason for Submitting Request after Add/Drop Period: ________________________________________________________________________________

Code of Study-Unit: ____    Semester:__    O/E/R* Lecturer’s Approval_________________________
Title of Study-Unit: ______________________________________________________________________
Reason for Submitting Request after Add/Drop Period: ________________________________________________________________________________

To DROP the following Study-Unit/s:

Code of Study-Unit: ____    Semester:__    O/E/R*
Title of Study-Unit: ______________________________________________________________________
Reason for Submitting Request after Add/Drop Period: ________________________________________________________________________________

Code of Study-Unit: ____    Semester:__    O/E/R*
Title of Study-Unit: ______________________________________________________________________
Reason for Submitting Request after Add/Drop Period: ________________________________________________________________________________

Signature: ___________________________    Date: __________________________

Faculty Officer’s Remarks: __________________________________________________________________

Signature: ___________________________    Date: __________________________

For Administrative Use    ☐ Request Approved and action taken    ☐ Request Not Approved

Signature: ___________________________    Date: __________________________

NO APPLICATIONS WILL BE ACCEPTED AFTER 30th NOVEMBER, 2018 at 5.00 pm

COMPULSORY study-units may not be added or dropped.
*O/E/R: Optional or Elective or Referred (Note that if a referred study-unit is dropped, its replacement will also be considered as a referred unit to which a maximum mark of 45% can be awarded.)