

I) Personal Particulars

Student Name: _____ Student No: _____ Contact No.: _____

Study Programme: _____ Study Year: _____ Date of Application: _____

II) Application for Dropping Core Course(s) in Semester _____, 20____/_____

Total No. of Units intended to take in the current semester after dropping the core course(s): _____

I hereby apply to drop the following core course(s) and the reasons for dropping the course(s) are as follows:

Course Code and Title: _____ Course Code and Title: _____

Reasons: _____

III) Declaration

I understand that in order to graduate within the normal period of study, students would need to enroll on the courses, and to obtain passing grades, according to the study schedule prescribed by their respective study programmes. I hereby declare that I accept full responsibility if my graduation is delayed owing to the dropping of the core course(s) listed above. I also understand that it is my responsibility to contact the Academic Registry for adding the core course(s) in future semesters.

Student's Signature: _____

Date: _____

IV) Recommendation and Approval

Recommendations of the Faculty Representative / Programme Director / Head of Department/Programme:	
<input type="checkbox"/> SUPPORT	<input type="checkbox"/> DO NOT SUPPORT
Remarks: _____	
Signature: _____	(Name: _____) Date: _____
Academic Registrar's Approval:	<input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE
Signature: _____	Date: _____

For USS Use: Application Received by _____ on _____ Result Sent to Student by _____ on _____

For Successful Application: Requested Core Course(s) Dropped by _____ on _____ () Filed to Student File

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