



NUST School of Social Sciences & Humanities (S³H)

Course Drop Form

Regn No: _____ Name: _____

Class/Section: _____ Semester/ Status: _____

Cell No: _____ Email _____

Details of course(s) to be dropped:

Ser	Course Title	CHs	Course Type (Regular/ Repeat/ Minor/ Additional)
1.			
2.			
3.			

INSTRUCTIONS

- Course drop is allowed within first two weeks of regular semester and within first week of Summer semester.
- A student can also drop a course before mid-exam with following conditions:
 - Endorsement of HoD and Dean will be required
 - The enrollment fee for Repeat/ Additional/ Minor course will not be refunded.
- 'W' grade will be applied in case a regular course is dropped.
- Max 'W' grades for UG are 02 in semester & 04 overall; for MS, it is 01 in semester & 02 overall.
- A student with 'W' grade on transcript will not be considered for academic awards.
- Min regular load in a semester is 12 CHs for BS and 06 CHs for MS students.
- Applicant is to submit the approved form at Exam Branch, S³H for final disposal.

Date: _____

Student Signatures

(For official use only)

Remarks by HoD:

Recommended / Not Recommended

Date: _____

Signatures

Remarks by Dean:

Approved / Not Approved

Date: _____

Signatures

Final Disposal (Exam Branch):

- Course(s) de-enrolled within / beyond initial permissible time.
- 'W' grade is applied / not applied as per policy.
- Total allowed 'W' grades are / are not as per instructions.
- Minimum required CHs in the semester are / are not in line with rules.
- Informed the FM to award 'W' grade (if applicable).

Date: _____

Signatures