 **NUST Business School (NBS)**

 **Course Add & Drop Form**

**Reg No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Batch/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CGPA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total number of CH\* Number of repeat course \_\_\_\_\_\_\_\_\_\_\_**

(To be attempted in current

 Semester including repeat courses: **\_\_\_\_\_\_\_\_\_\_\_\_**

 **Total Number of CH** (Completed in entire degree**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Course Title & Faculty name** | **Date Classes attended up to** | **Required action****(Add) (Drop)**  | **Reason for Dropping** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student’s Sign& Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **IMPORTANT INSTRUCTIONS**

1. A student is allowed to drop a registered course within two weeks from the start of the semester.
2. A students can also withdraw a course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendation of HoD and approval of Dean. A letter grade of “W” will be incorporated.
3. For EMBA: The student of EMBA will be allowed to drop a course any time before the start of the End Semester exam week with an award of letter grade 'W'

**Attendance Record**

 Verified / Not Verified

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Faculty Date**

Recommended / Not Recommended

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HoD’s Signature Date**

**Approved / Not Approved**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean's Signature**

**FOR EXAM BRANCH ONLY**

**W grade has been incorporated in the compiled result.**

 **DCE Signature**

 **Date: \_\_\_\_\_\_\_\_\_\_\_**