



# ATTA UR RAHMAN SCHOOL OF APPLIED BIOSCIENCES (ASAB)

NATIONAL UNIVERSITY OF SCIENCES & TECHNOLOGY (NUST)

## STUDENTS' REQUEST FOR COURSE DROP

1. Name of Student: \_\_\_\_\_
2. Batch: \_\_\_\_\_
3. Empl ID: \_\_\_\_\_
4. Semester: \_\_\_\_\_
5. Week: \_\_\_\_\_
6. No of courses already dropped in this semester: \_\_\_\_\_
7. Total 'Ws': \_\_\_\_\_
8. Total Cr Hrs after dropping following course(s): \_\_\_\_\_ (should not be below Min limit)

Sr No	Course Title	Faculty Name	Date, Classes attended upto	Reason for Dropping

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

\_\_\_\_\_  
Student's Sign

- Dropping of a course is allowed in 1<sup>st</sup> two weeks of start of a semester; provided that minimum Credit Hrs do not drop below **12 for BS, 6 for MS & 3 for PhD** program. ('W' will not be awarded in first two weeks)
- A student shall be allowed to drop a registered course latest by 8<sup>th</sup> week of a regular semester and 5<sup>th</sup> week of a summer semester with recommendation of HoD and approval of Dean. Letter grade '**W**' shall permanently appear in transcript against the specific course and shall not be included in GPA.
- A UG student can have max 2 'Ws' in a semester, while not exceeding total 4 'Ws' at any time in study program.
- A PG student can have max 1 'W' in a semester, while not exceeding total 2 'Ws' at any time in study program.

Confirmed that all above stated Rules have been applied

**Verified that 'W' grade will / will not be awarded.**

\_\_\_\_\_  
PG Supervisor / UG Prog Coordinator

Recommended/Not Recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
HoD's Signature

Approved / Not Approved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

### FOR EXAM BRANCH ASAB ONLY

"W" grade has / has not been incorporated in the compiled result.

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

\_\_\_\_\_  
DCE Signature