

Office of Academic Affairs

Add/Drop Form

6.5 (BS MS Manual)

A student may add or drop the Elective/Repeat/Substitute/Improvement/Overload course(s) in which she/he is registered, on or before the last date specified in the academic calendar for the same, by submitting the add/drop form to the Office of Academic Affairs.

A student may also drop course(s) up to a fortnight after the mid-semester examination, subject to the following conditions:

- Dropping of course(s) should not result in a net registration of less than 12 credits.
- The request to drop the course(s) must be approved by the instructors-in-charge and the Convener, DUGC of her/his department.
- Final grades will be assigned for all courses not dropped by a student in a timely fashion, even if she/he does not appear for the examinations.

BS-MS (Dual Degree): _____ Semester

1. Name : _____

2. Roll No. :

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

3. Department(Major) : _____

| Dropping Courses | | | | | Adding Courses | | | | |
|---------------------------------------|-------------|-------------|---------|-------------------------|-------------------------------|-------------|--------|-------------------------|--------------|
| Sl. No. | Course Code | Course Name | Credit | Signature of Instructor | Course Code | Course Name | Credit | Signature of Instructor | R/S (if any) |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| * Mark R for Repeat, S for Substitute | | | | | | | | | |
| Date: _____ | | | | | _____ Signature of Student | | | | |
| Convenor, DUGC | | | HoD/FIC | | Convenor, DUGC | | | HoD/FIC | |

** If you are dropping/adding courses form the same department, second time signatures are not required.

Coordinator, Academic Affairs