 **National University of Sciences and Technology (NUST)**

 **School of Electrical Engineering and Computer Science (SEECS)**

**Student Application Form- Add / Drop of Course(s)**

|  |  |
| --- | --- |
| **Name:** | **CMS ID:** |
| **SEECS Email:** | **Mobile Number:** |
| **Degree (e.g. BSCS-11C):** | **Year of joining (e.g. 2022):** |
| **CGPA:** | **Semesters completed (e.g. 2nd):** |

**Subject**: **Add / Drop Course(s) Tick Your Choice**

Add

Drop

1.

Drop

Add

Drop

Add

**Instructions**

1. Adding/Dropping of a course is allowed within first two weeks of the start of a semester.
2. Min Credit hours are not less than 12. Max number of Credit hours does not exceed 18( 21 in exceptional cases).
3. A student taking less than a regular semester load shall not be considered for any merit scholarship/ academic award.
4. A student is allowed to drop a registered course latest by 8th week of a regular semester and 5th week of a summer semester with the recommendations of HoD and approval of Deans/ Associate Dean. However, letter **‘W’** shall appear in his/her transcript against the specific course and shall not be considered for computation of GPS.
5. Student with **“W”** on transcript shall not be considered for any academic honor/ award, except Rector’s Gold Medal (all students of best FYP having “A” grade in FYP).
6. A student will be allowed to have max of two **“Ws’** in a semester. S/he shall not be allowed to accumulate more than four **“Ws’** at any one particular time during the course of studies.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ *Student Signature*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remarks by UG / PG Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**Remarks by HoD :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**Remarks by DCE (Exam Branch):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

**Approved / Not Approved**

 Dean, SEECS