ADD / DROP REQUEST FORM (ADRF)

*Please note that this form is **NOT to be used for Registration**. It is only for adding or removing courses AFTER the registration process has been completed. Course changes must be supported by the lecturer of the course before recommendation by the Department Head and subsequent approval of the Dean.*

SECTION I – STUDENT'S PERSONAL INFORMATION

NAME OF APPLICANT:

First Name	*Middle Name*	*Last Name*

ID NUMBER: _____   ACADEMIC YR.: _____   SEMESTER: _____

TEL. NO: _____   EMAIL ADDRESS: _____

SECTION II – ACADEMIC INFORMATION

FACULTY: _____   DEPARTMENT: _____

PROGRAMME LEVEL: ☐ Undergraduate   ☐ Graduate   YEAR: ☐ 1   ☐ 2   ☐ 3   ☐ 4

NAME OF PROGRAMME: _____

List the course(s) you are requesting to **'ADD'** or **'DROP'** and whether you intend to **'add'** or **'drop'.**
The lecturer of the course **'added'** or **'dropped'** is to indicate support of the application by writing his/her name and signing alongside the course 'added' or 'dropped'.

Course Name	Timetable		'Add' / 'Drop'	Name of Lecturer in support of adding or dropping a course	Signature of Lecturer
	Day	Time			

Why do you intend to **'ADD'** or **'DROP'** the courses indicated above?

☐ registered for the wrong course   ☐ course was omitted from initial registration

☐ registered for the wrong version of the course   ☐ other _____

_____   _____
Signature of Applicant   *Date*

SECTION IV – OFFICIAL USE

The addition and/or the deletion of courses as here requested and supported is recommended for Dean's approval.

_____   _____   _____
Name of Department Head   *Signature of Department Head*   *Date*

The addition and/or the deletion of courses as requested by the student and supported by the lecturer has been approved.

_____   _____   _____
Name of Dean of Faculty   *Signature of Dean*   *Date*

The approved change been effected on the system and duly recorded on the student's file.

_____   _____   _____
Name of Admissions and Registration Officer   *Signature of Admissions and Registration Officer*   *Date*

REGULATION/POLICY

The University College designates a period each semester when students are permitted to 'add' or 'drop' a course without penalty. The dates for this activity will be announced through the University College email.

This Form is not a Registration Form. Course changes i.e. the addition or deletion of a course is only allowed after the process of Registration has been completed. Course changes must be supported by the Lecturer of the Course and recommended by the Department Head. Classes missed during the "Add/Drop" period are not counted as absences for the purposes of compliance with the attendance policy. Otherwise a student will not be allowed to join a class after the first three weeks have passed without special permission from the Dean in consultation with the Department Head/Programme Coordinator in which the course is offered.

Students who have been approved for "Add/Drop" have a responsibility for the course material covered in any classes missed. Without formal approval for the "Add/Drop" of a course, failure to attend classes or merely giving notice to lecturers of one's absence is not considered an official withdrawal from a course, and the student will be liable for course fees and the course will appear on the transcript with a failing grade.

Instructions for completion of the Form:

This form should be completed within the prescribed time for changes to courses taken, if there is to be no penalty.

It should be ensured that:

- The Form is completed by the student applicant

- The Lecturer of the course 'added' or 'dropped' indicates support for the application, by writing his/her name initialling alongside the course 'added' or 'dropped'

- The Completed application with the support of the Lecturer must be submitted to the student's Department Head, who will consider the request in light of the programme requirements and if warranted, recommend the approval by the Dean.

- The Dean receives the application only if the Department Head recommends the change.

Please be reminded that the maximum credit load is 21 credits per semester. Any student who wishes to exceed this limit must apply and receive endorsement from the Dean.