SUBJECT WITHDRAWAL FORM

(To be submitted to Chairman's Office)

##### Name of Student Registration Number

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| --- | --- |
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**Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is requested that I may be allowed to withdraw from the following subject(s) during the current semester. It is certified that I understand Subject Withdrawal Policy reproduced below.

**SEMESTER \_\_\_\_\_\_\_\_\_\_\_\_\_ (Give Semester Name like Fall, Spring, Summer and Year)**

|  |  |
| --- | --- |
| **S. No.** | **Subject Number/Title** |
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|  |  |

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

Students will not write below this line

**No. \_\_\_\_\_\_\_\_\_\_**  Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved and forwarded to the Controller of Examinations for further necessary action.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman

**Subject Withdrawal Policy**

1. **Award of "W" , "WF", “I” and "IP" Grades**

12.1 Withdrawal (“W” Grade)

A student may be allowed to withdraw from a subject in which he is registered. Applications (Form 1) to withdraw from a subject shall be entertained latest up to the 6th study week of Fall and Spring semesters and 3rd study week of Summer semester. Withdrawn subjects shall appear in the transcript with a letter grade "W", and shall not be used in computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a "R".

12.2 Forced Withdrawal (“WF” Grade)

A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a “WF” (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with “R”. A student who does not drop a subject nor appear in any assessment instrument will not be eligible for “WF” grade and will be awarded a “F” grade.

**Note: Students withdrawing from even one subject shall not be entitled for inclusion in Dean's Honour Roll during the semester nor shall be entitled for the award of Honours degree or any merit position.**