**STUDENT PARTICULARS**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HP No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_ School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **COURSE PARTICULARS (To be completed by student)**

|  |  |  |
| --- | --- | --- |
| **NO** | **COURSE CODE & NAME** | **REQUEST STATUS ( \_/ )** |
| **ADD** | **DROP** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
|  | **TOTAL CREDITS**  |  |  |

Justification

|  |
| --- |
|  |

Total Credits registered (after correction) : Student’s Signature : Date :

|  |
| --- |
|  **RECOMMENDATION (Head of Programme)** |
| 1. Recommended / NOT recommended \*2. With Penalty / Without Penalty \***Remarks;** | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : Stamp :  |

|  |
| --- |
| **APPROVAL (Dean)** |
| 1. Request approved / NOT approved \*2. With Penalty / Without Penalty \***Remarks;** | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : Stamp :  |
| **Basis of consideration for approval;**1. Student has been attending classes but course is **NOT** registered (remedial action – add/register course)
2. Student has **NOT** been attending classes but course is registered (remedial action – drop/delete course registered)

**Basis for penalty**1. Penalize if it’s the student’s fault;
	1. If CCR Done After Week 4 (LS) or Week 2 (SS) – RM50.00
	2. If CCR Done After Week 9 (LS) or Week 5 (SS) – RM100.00
 |