**Application to Add/Drop Course Unit/s**

* *Dropping or adding course unit/s is/are allowed within 2 weeks from the commencement of academic Year III Semester II / Year IV Semester I.*
* *The Head of the relevant Department should be consulted before dropping or adding course unit/s.*
* *A duly filled application form with the signature of the Head of the* *relevant Department should be submitted to the Assistant Registrar’s office within 2 weeks from the commencement of academic Year III Semester II / Year IV Semester I.*

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| Student Name with Initials: ………………………………………………………………..……………………………… |
| Registration No: …………………………………….…………… |
| Department: …….………………………………….… | Majoring Module: …………………………......................... |
| Academic Year: ……………………………………… | Semester: …………………………………...…....................... |
| Date of Commencement of the Academic Semester: ……………………………………..…………………..…. |
| Contact: Mobile:…………………………… | Email:…………………………….………………………………. |
| **Drop** | **Add** |
| Course Code | Course Name | Reasons to Drop | Course Code | Course Name | Reasons to Add |
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| Signature of the Student | Date |
| ***Approved/Not Approved***  |
|  …………………………………. Signature and Official Stampof the Head of the Department | …………………………..Date |