

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
BACHELOR OF PHARMACY HONOURS DEGREE PROGRAMME
2020/ 2021

ADD/DROP OF COURSES

Add/Drop date: **06.12.2021 and 07.12.2021- CRC | 07.12.2021- Other RCs**

INSTRUCTIONS

- (A) You are permitted to change courses by adding or dropping courses you previously registered for without any financial or academic penalty on Add/Drop date.
- (B) Courses at a higher Level cannot be offered unless the minimum credit requirement specified is offered at the lower Level (for example, you cannot register for Level 6 courses, without having registration/exemption/EL for 30 credits at Level 5).
- (C) Courses at a lower Level cannot be dropped unless all courses offered at the higher Level are also dropped (for example, you cannot drop any Level 5 courses, unless you drop the courses registered at Level 6).
- (D) Request for Add/Drop of courses will be entertained only **ONCE** per year.
- (E) You are not allowed to add courses unless you have paid the full amount without any changes. If you have got your voucher reduced, you cannot add courses based on additional fees paid.
- (F) **Add/Drop form is available as Annexure I.** Students must fill sections 1 to 4 in the form and hand over the completed form to the Academic Counsellor. (Handing over the hard copy is only relevant to the students who completed on-site course registration)

DROPPING OF COURSES WITHOUT ACADEMIC PENALTY

Drop date: **10.12.2021- All RCs**

INSTRUCTIONS

- (A) There will be no academic penalty for courses dropped up to the Drop date. However, the 1st instalment paid (60%), in respect of the courses you drop must be forfeited.
- (B) Courses CANNOT be dropped at a lower Level unless those offered at a higher Level are also dropped.
- (C) A request for dropping of courses will be entertained only **ONCE** per student.
- (D) **Drop form is available as Annexure II.** Students must fill the form and hand over the completed form to the Head of the Department. (Handing over the hard copy is only relevant to the students who completed on-site course registration)
- (E) Once the form is signed by the Head, it is your responsibility to take it to Registration Desk and have the dropped courses officially recorded in your Student Record Book and the Computer system.

Annexure I

**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
FORM FOR ADD/DROP COURSES
BACHELOR OF PHARMACY HONOURS DEGREE PROGRAMME
2020/ 2021**

1. Registration Number:

2. Name of Student:

3. Course codes of courses to be dropped

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|-------|-------|-------|
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| <hr/> | <hr/> | <hr/> |

4. Course Codes of courses to be added.

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|-------|-------|-------|
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| <hr/> | <hr/> | <hr/> |

Date

Signature of Student

FOR OFFICIAL USE OF ACADEMIC COUNSELOR-----

5. Approved Deletions

6. Approved Additions

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| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |

Name and Signature of Academic Counselor (I):

7. Changes checked & incorporated in Computer Record.

Signature of relevant officer (II):

8. Changes incorporated in the student record book.

Signature of relevant officer (for Registrar):

Annexure II

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
DROPPING OF COURSES WITHOUT ACADEMIC PENALTY
BACHELOR OF PHARMACY HONOURS DEGREE PROGRAMME
2020/ 2021

1. Registration No.: _____

2. Name of Student: _____

3. **Course Codes of courses to be DROPPED**

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Signature of Student: Date:

4. **SAR/Student Affairs,**

Please DROP the following courses without any academic penalty.

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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Signature of Head/ Department of Pharmacy

Date

5. Changes incorporated in the Student Record Book & OMIS.

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Signature of SAR/St. Affairs

Date