

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
BACHELOR OF PHARMACY HONOURS DEGREE PROGRAMME
2023/2024

ADD/DROP OF COURSES

Add/Drop date: **24th November 2023** at **All Regional Centres**.

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) **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.
- (C) Then you should take it to Registration Desk and have the added/dropped courses officially recorded in your Student Record Book and the Computer system. Check if the staff member has made the appropriate entry in the Student Registration Book.
- (D) 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).
- (E) 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).
- (F) You are not allowed to add courses unless you have paid the full voucher sent to you without any changes. If you have got your voucher reduced, you cannot add courses based on additional fees paid.
- (G) Request for Add/Drop of courses will be entertained only ONCE per year.

DROPPING OF COURSES WITHOUT ACADEMIC PENALTY

Drop date: **20th December 2023** at **Colombo Regional Centre**.

INSTRUCTIONS

- (A) There will be no academic penalty for courses dropped up to **20th December 2023**. 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 year.
- (D) **Drop form is available as Annexure II.** Students must fill the form and hand over the completed form to the Head of Department.
- (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
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2023/2024
FORM FOR ADD/DROP COURSES**

(The Add/Drop Date is 24th November 2023 at all OU Regional Centres)

1. Registration Number:

2. Name of Student :

3. Course codes of courses to be dropped

(All course materials obtained should first be returned to book dispatch centre at relevant regional centre)

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4. Course Codes of courses to be added.

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

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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/>

Signature of Academic Counselor (I):

7. Changes checked & incorporated in Computer Record.

Signature of Academic Counselor (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
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2023/2024
DROPPING OF COURSES WITHOUT ACADEMIC PENALTY**

(The Drop Date is 20th December 2023 – CRC only. There will be no extension of this deadline under any circumstances)

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