

OUSL - FACULTY OF NATURAL SCIENCES
DROPPING OF COURSES WITHOUT ACADEMIC PENALTY 2024/2025
B.Sc. Degree Programme : New –Registrants

Final Deadline : 10th September 2024
(There will be no extension of this deadline under any circumstances)

INSTRUCTIONS

- (A) Fill the form below and hand it over to the Dean's Office with your record book by 10 a.m. on the date relevant to your programme mentioned above.
- (B) **Requests for dropping of courses will be entertained only ONCE per student.**
- (C) **Once the form is signed by the Dean, it will be your responsibility to take it to Student Affairs Division and have the dropped courses officially recorded in your student record book and Computer Database.**
- (D) Please note that there will be no academic penalty for courses dropped by the date mentioned above. However, the 1st installment paid (60% of tuition fees), in respect of the courses you drop will be forfeited.

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Do not tear off

- 1. Registration No. :
- 2. Name of Student :
- 3. **Course Codes of courses to be DROPPED**

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Signature of Student: Contact Phone Number:

4. **SAR/Student Affairs**

Please drop the following courses without any academic penalty.

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Date : Signature of Dean/Science

5. Changes incorporated in the student's Record Book **and** OMIS Database.

Date : Signature of SAR/St. Affairs