



School of Mechanical and Manufacturing Engineering

Proforma for Dropping a Course/ Award of W grade (PhD)

Note:

1. An PhD student can drop a course within the first two weeks of the semester.
2. Dropping a course from 3rd to 8th week of the semester (on HoD and Principal's approval) will result in 'W' grade.
3. Dropping a course after the 8th week will result in an F grade.

Name of student		Reg. #	
Semester		Department	
Email		Entry	
Cell #		CGPA	

(a) Names of courses to be dropped:

Sr. #	Course Code	Course Title	Credit Hours

(b) Please attach your transcript with this form and select one of the options below.

	No effect on the transcript (1 st – 2 nd week)
	W grade (3 rd – 8 th week)
	F grade (After 8 th week)

Student's Signature: _____

Date: _____

-----*(For Official Use only)*-----**Supervisor (Upon the consent of GEC)****Recommended / Not Recommended**

Signatures with date: _____

PG Coordinator

According to official record, the CHs limit is between 3 – 12 credits after adding/ dropping of courses.

Signatures with date: _____

Head of Department**Recommended / Not Recommended**

Signatures with date: _____

Principal/ Dean (For W grade only)**Approved / Not Approved**

Signatures with date: _____

Examination Branch**The course has been dropped on Qalam.**

Signatures: _____

Exam Branch Clerk

Signatures: _____

Sr. Dy Cont. Exam

Date: _____