



# School of Mechanical and Manufacturing Engineering

## Proforma for Dropping a Course/ Award of W grade (MS).

**Note:**

1. An MS student can drop a course within the first two weeks of the semester (credit load should not be < 6).
2. Dropping a course from 3<sup>rd</sup> to 8<sup>th</sup> week of the semester (on HoD and Principal's approval) will result in 'W' grade.
3. Dropping a course after the 8<sup>th</sup> 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	Core/ Elective/ Non-credit

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

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

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----**(For Official Use only)**-----**PG Coordinator**

According to official record, the CHs limit is between 6 – 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: \_\_\_\_\_