



**APPLICATION TO WITHDRAW A COURSE  
(FEE OF RM300.00)**

**STUDENT'S INFORMATION:**

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MATRIC NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROGRAMME: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ SESSION: \_\_\_\_\_

CURRENT WORKLOAD (CREDIT HOURS): \_\_\_\_\_ CGPA: \_\_\_\_\_

*\*kindly attach your course registration slips*

COURSE CODE	COURSE TITLE	SECTION	CREDIT HOUR

REASONS : \_\_\_\_\_  
\_\_\_\_\_

*\*kindly attach any relevant document to support your reasons(if any)*

STUDENT'S SIGNATURE: \_\_\_\_\_

**RECOMMENDATION BY HEAD OF DEPARTMENT/COURSE COORDINATOR**

<table border="1"> <tr> <td>RECOMMENDED</td> <td> </td> </tr> <tr> <td>NOT RECOMMENDED</td> <td> </td> </tr> </table>	RECOMMENDED		NOT RECOMMENDED		<p>_____</p> <p>(SIGNATURE &amp; STAMP)</p>
RECOMMENDED					
NOT RECOMMENDED					
<p>REMARKS: _____</p> <p>_____</p>	<p>DATE: _____</p>				

**APPROVAL BY DEPUTY DEAN ACADEMIC AND INDUSTRIAL LINKAGES**

<table border="1"> <tr> <td>APPROVED</td> <td> </td> </tr> <tr> <td>NOT APPROVED</td> <td> </td> </tr> </table>	APPROVED		NOT APPROVED		<p>_____</p> <p>(SIGNATURE &amp; STAMP)</p>
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NOT APPROVED					
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