



BAHRIA UNIVERSITY - LAHORE CAMPUS

Course Withdrawal Form (For UG Programs only)

Enrolment #: _____ Reg # _____ Date: _____

Student's Name: _____

Class: _____ Department

Morning Programme Evening Programme Weekend Programme

S.No	Course Code	Title	Teacher's Name	Teacher's Signature
1				
2				
3				

Reason for Withdrawal : _____

Student's Signature

Coordinator / ASA Signature

Accounts Section

Dated: _____

Dated: _____

With "W" Grade / Without "W" Grade _____

Head of Department

Date: _____

Dy. Director (Academics)

Date: _____

AD (Examinations)

Date: _____

Note: Please read instructions overleaf

INSTRUCTIONS

Course Withdrawal Without 'W' Grade:

Course can be withdrawn during first two weeks after commencement of classes with fee adjustment. The same will not be recorded in the transcript.

Course Withdrawal With 'W' Grade:

Students will be allowed to withdraw from a course from the 3rd week till the 7th week (i.e one week before the mid-term exam) with "W" recorded on the transcript and no fee refund.

No course can be withdrawn after the specified period.

- *Student must fill the form in duplicate*
- *Student copy will be handed over to the students after approval of Head of the Department.*
- *Student must present his/her copy incase of queries/problems.*
- *Student is to inform his/her parents/guardians about the course withdrawal.*

The above instructions have been read and understood. I have received the student copy.

Student Sign: _____

Date: _____

Note: Please submit office copy of the Withdrawal Form to the Exam Cell.