

FORM 1

UNIVERSITY OF ENGINEERING AND TECHNOLOGY LAHORE
SUBJECT WITHDRAWAL FORM
(To be submitted to Chairman's Office)

Name of Student

Registration Number

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Department: _____

It is requested that I may be allowed to withdraw from the following subject(s) during the current semester. It is certified that I understand Subject Withdrawal Policy reproduced below.

SEMESTER _____ (Give Semester Name like Fall, Spring, Summer and Year)

S. No.	Subject Number/Title

Date: _____

Signature: _____

Students will not write below this line

No. _____

Dated: _____

Approved and forwarded to the Controller of Examinations for further necessary action.

Dated: _____

Chairman

Subject Withdrawal Policy

12.0 Award of "W" , "WF" , "I" and "IP" Grades

12.1 Withdrawal ("W" Grade)

A student may be allowed to withdraw from a subject in which he is registered. Applications (Form 1) to withdraw from a subject shall be entertained latest up to the 6th study week of Fall and Spring semesters and 3rd study week of Summer semester. Withdrawn subjects shall appear in the transcript with a letter grade "W", and shall not be used in computation of GPA. In the transcript, subjects repeated after withdrawal will not be suffixed with a "R".

12.2 Forced Withdrawal ("WF" Grade)

A student registered in a subject may not be permitted to continue due to shortage of attendance or other disciplinary action. Such students shall be awarded a "WF" (Forced Withdrawal) grade. It shall appear in the transcript as such, and shall not be used in computation of GPA. Subjects repeated after forced withdrawal will not be suffixed with "R". A student who does not drop a subject nor appear in any assessment instrument will not be eligible for "WF" grade and will be awarded a "F" grade.

Note: Students withdrawing from even one subject shall not be entitled for inclusion in Dean's Honour Roll during the semester nor shall be entitled for the award of Honours degree or any merit position.