

NATURE OF REQUEST

1. REGISTRATION

- a. Additional Course(s) _____
Please list course code(s)
- b. Late Registration Semester _____
Course Code(s) _____
- c. Late Adjustments Semester _____ Year _____
**Please complete supplemental form when applying after 6 weeks of classes.*
Add _____
Please list course code(s)
Drop _____
Please list course code(s)
- d. Course Substitution _____ for _____
Please list course code(s)
- e. Exemption(s) with Credits _____
Transcript(s) and course outline must be Submitted Please list course code(s)
with application form except fro courses done at UWI

2. EXAMINATIONS

- a. Exams without attending Lectures _____
Please list course code(s) and semester
- b. Deferral of Sitting Exams for _____ from _____ to _____
Please list course code(s)
- c. Carry-Over Coursework for _____ from _____ to _____
Please list course code(s)
- g. Examination Only _____
Please list course code(s)

3. STUDENT STATUS

- a. Leave of Absence Academic Year _____ Semester(s) _____ from _____ to _____
Please complete Supplemental Request Form for leave beyond one week
- | | | |
|-------------------|------------------|-------------|
| | <i>Signature</i> | <i>Date</i> |
| <i>Consultant</i> | _____ | _____ |
| <i>Head</i> | _____ | _____ |
| <i>Dean</i> | _____ | _____ |

- b. Waiver of the Requirement to withdraw
- c. Voluntary Withdrawal

4. EXTERNAL AFFAIRS

- a. Take Course(s) at Another Campus _____
Name of University
- b. Specify Course(s) Code(s) and Title(s) _____

5. OTHER _____

REASON(S) FOR REQUEST(S)

(Compulsory, submit substantiating documents where necessary with all requests eg. Sick leave certificate)

.....
Applicant's Signature
COMMENTS – FOR OFFICIAL USE ONLY

.....
Date

Dean's Signature

Date

FMSStudentMattersUndergraduateStudentRequestForm

Prepared by FMS 2009