**DROP/Withdrawal From Course(s) Form**

**Kulliyyah:** Choose an item.  
**Programme:** Choose an item.  
**Session:** Click here to enter text.  
**Semester:** Choose an item.  
**Latest CGPA:** Click here to enter text.

### Details of Candidate

<table>
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<tr>
<th>Name: Click here to enter text.</th>
<th>Contact No: Click here to enter text.</th>
<th>Email: Click here to enter text.</th>
<th>Total Credit Hours Completed: Click here to enter text.</th>
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*Please attach a copy of bank’s slip for our references*

### Details of Course(s)

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<tr>
<th>Course Code</th>
<th>Course Title: Click here to enter text.</th>
<th>Type of course: Choose an item.</th>
<th>Crdt hrs: Click here to enter text.</th>
<th>Signature of Lecturer with Official Stamp</th>
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**Reminder:**  
Form should be submitted to the Kulliyyah/Institute within the adjustment/withdrawal period. Candidate is not allowed to make any adjustment on the courses after this period ended.

### Candidate’s Acknowledgement

I understand that I am required to pay all the prescribed fees before submitting this form.

**Date:** Click here to enter a date.  
**Signature:**

### Recommendation from Academic Advisor/Supervisor

The candidate has met all the requirements stipulated in the PG Policies and Regulations. Therefore, the department decided to *RECOMMEND/NOT RECOMMEND* his/her application.

**Date:**  
**Remarks:**  
**Signature & Stamp:**

### Kulliyyah/Institute Approval (Deputy Dean/Deputy Director (Postgraduate & Research))

Based on the academic advisor/supervisor and the lecturer recommendation, Kulliyyah/Institute *APPROVE/NOT APPROVE* his/her application.

**Date:**  
**Remarks:**  
**Signature & Stamp:**

### Centre for Postgraduate Office Use Only

- **Adjustment Period**  
- **With a Fee of RM300**  
- **With a Fee of RM500**  
- **Others**

**Date:**  
**Remarks:**
SUMMARY OF PG POLICIES AND REGULATIONS

1. Adjustment Period
   a. The nett number of credit hours of registered courses after the Add/Drop exercise must be compliance with the minimum and maximum workload for one semester, except for graduating students. (Please refer to your Guideline to Postgraduate Studies or Kulliyyah’s/Institute’s Postgraduate Office)

2. Withdrawal Period
   a. The net number of credit hours after approval must not fall below the minimum workload as stipulated in the Guideline to Postgraduate Studies Book.
   b. Please refers to our Important Dates (available at Kulliyyah’s/Institute’s PG office, CPS noticeboard or www.iiu.edu.my/pgstudy) to check on the withdrawal period.

Postgraduate students are advised to read carefully the rules and regulations before submitting this form for registration. CPS will not responsible of any discrepancies that may occur due to misunderstanding/misleading of information.

Please consult your academic advisor or any relevant officer at your kulliyyah/institute on academic matters.