

WITHDRAWAL OF COURSE (S)

Step 1 : Submission by student

- Student submit the completed withdrawal form (FM-IAD-001) to Faculty General Office (FGO) with the complete approval (i.e. from respective lecturer and the Academic Adviser). The form will then be passed to the Dean for approval.
- Staff in-charge from FGO will perform the withdrawal of course(s) accordingly upon the approval.

Step 2 : Outcome

- Student can check their timetable from Student Portal to confirm the said course(s) has been withdrawn within 2 working days.

Important Notes:



No refund for the withdrawn course(s).



Withdrawal is allowed up till 2 weeks before the commencement of the Main Examination subject always that the academic load does not fall below the prescribed minimum load for that trimester. No withdrawal for the barred course(s).