



**APPLICATION FORM FOR WITHDRAWAL FROM A COURSE**

(THIS FORM IS SUBMITTED AT THE OFFICE OF THE CONCERN HoD)

To

The Head of the Department (HoD)  
Business Administration / Electrical Engineering /  
Computer Science / Education / Mathematics  
Sukkur IBA

Respected Sir,

I want to withdraw from (course name) \_\_\_\_\_

**For the reasons mentioned below:**

\_\_\_\_\_  
\_\_\_\_\_

Kindly permit me to do so.

Yours Obediently,

(\_\_\_\_\_)

Contact No. of the Student: \_\_\_\_\_ Name of students

Date: \_\_\_\_\_ CMS Id: \_\_\_\_\_ Program, Semester and Section \_\_\_\_\_

**(TO BE FILLED BY INSTRUCTOR)**

Approved [  ] Reasons: \_\_\_\_\_

Not Approved [  ] Reasons: \_\_\_\_\_

\_\_\_\_\_  
Instructor Name Date Instructor's Signature

**FOR OFFICE USE ONLY**

Allowed [  ]

Not Allowed [  ] \_\_\_\_\_  
Signature of the HoD

**RECEIPT FOR STUDENT**

(Name of the students) Mr./Miss/Mrs. \_\_\_\_\_

of BBA/MBA/BS/BE/B.Ed/ADE: Semester \_\_\_\_\_ CMS Id: \_\_\_\_\_

is allowed to withdraw a course \_\_\_\_\_.

\_\_\_\_\_  
Date Signature of Assistant to HoD

**Note:** Student can withdraw a course, if he/she has no any other course withdrawn due to Pre Requisite or any other reason in the current semester. **Only one course can be withdrawn in a semester.**