Appeal to be considered for Late Changes of Module Registration

Faculty of Information Technology - University of Moratuwa

Name of the Student

Registration No   Contact No

Level & Semester

Semester GPA	L1S1	L1S2	L2S1	L2S2	L3S1	L4S1	L4S2	Training completed	Yes	
									No	

| Module Code | Title of the Module | Whether to Add or Drop | No. of Lectures | | | No. of Assignmen | | Additional Remarks and Signature of the Lecturer/ Coordinator | Date |
			Attended	Not Attended	Verified by the Dept. Office	Missed assignments	Verified by the Lecturer		

Reasons for the changes: ....

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Details of the Supporting Documents (All the supporting documents should be attached)

Annex 01: ....

Annex 02: ....

Annex 03: ....

I understand that the submission of this form does not mean that the changes to my module registrations are accepted by the University. Furthermore, I have reviewed my application and certify that everything I have stated is true.

....
Signature of the Student   Date

Recommended/ Not recommended :	
.... Signature of the Academic Advisor	.... Date
Recommended/ Not recommended :	
.... Head of the Department (IT/CM/IDS)	.... Date
.... Director/ Undergraduate Studies Date	.... Dean /Faculty of Information Technology Date ....

Note:

      1. Attach relevant supporting documents.

      2. Separate forms must be used for each semester of module registration.

      3. Individual requests must be submitted.

The duly completed form with the relevant supporting documents must be submitted to the Dean's Office on or before the 2nd Friday of the month to be considered at the FAC of the same month.