For office use only

FAC No:

Appeal to be considered for Late Changes of Module Registration

Faculty of Information Technology - University of Moratuwa

Name of the Stud	lent														
Registration No						Contact No									
Level & Semester															
Semester GPA L1S1			L1S2	L2S1	L2S1 L2		2S2 L3		S1 L4S1		L4S2		Training completed	Yes No	
						0	p	No.	of Lec	tures		o. of nments			
Module Code	Title of the Module					Whether to Add or Drop		Attended	Not Attended	Verified by the Dept. Office	Missed assignments	Verified by the Lecturer	Additional Remarks and Signature of the Lecturer/ Coordinator	Date	

Reasons for the changes:

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	Dean /Faculty of Information Technology
Date	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.