

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 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 Assignments*	Additional Remarks and Signature of the Lecturer/ Coordinator on awareness	Date
			Attended	Not Attended			

* To be filled by the student

Reasons for the changes: _____

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

Annex 01:

Annex 02:

Annex 03:

It is the responsibility of the student to fulfill all the eligibility requirements to sit for the final exam.

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 by students.

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.