

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME
2022/2023

ADD/DROP OF COURSES

Add/Drop Date: 08th December 2022 at **All Regional Centres**.

INSTRUCTIONS

- (A) You are permitted to change courses by adding or dropping courses you previously registered for without any financial or academic penalty on Add/Drop date.
- (B) Courses at a higher Level cannot be offered unless the minimum credit requirement specified is offered at the lower Level (for example, you cannot register for Level 6 courses, without having registration/exemption/EL for 30 credits at Level 5).
- (C) Courses at a lower Level cannot be dropped unless all courses offered at the higher Level are also dropped (for example, you cannot drop any Level 5 courses, unless you drop the courses registered at Level 6).
- (D) If you have got your voucher reduced, you should paid additional fees for the newly added courses.
- (E) Request for Add/Drop of courses will be entertained only **ONCE** per student.
- (F) **Add/Drop form is available as Annexure I.** Students must fill sections 1 to 4 in the form and hand over the completed form to the Academic Counsellor.

DROPPING OF COURSES WITHOUT ACADEMIC PENALTY

Drop date: 05th January 2023 at **Colombo Regional Centre**

INSTRUCTIONS

- (A) There will be no academic penalty for courses dropped up to 05th January 2023. However, the 1st instalment paid (60%), in respect of the courses you drop must be forfeited.
- (B) Courses CANNOT be dropped at a lower Level unless those offered at a higher Level are also dropped.
- (C) A request for dropping of courses will be entertained only **ONCE** per student.
- (D) **Drop form is available as Annexure II.** Students must fill the form and hand over the completed form to the Head of Department.
- (E) Once the form is signed by the Head, it is your responsibility to take it to Registration Desk and have the dropped courses officially recorded in your Student Record Book and the Computer system.

Annexure I

**THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
FORM FOR ADD/DROP COURSES
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME
2022/2023**

(The Add/Drop Date is 08th December 2022 at all OU Regional Centres)

1. Registration Number:

2. Name of Student:

3. Course codes of courses to be dropped

(All course materials obtained should first be returned to book dispatch centre at relevant regional centre)

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4. Course Codes of courses to be added.

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<hr/>	<hr/>	<hr/>

Date

Signature of Student

FOR OFFICIAL USE OF ACADEMIC COUNSELOR

5. Approved Deletions

6. Approved Additions

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<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

Signature of Academic Counselor (I):

7. Changes checked & incorporated in Computer Record.

Signature of Academic Counselor (II):

8. Changes incorporated in the student record book.

Signature of relevant officer (for Registrar):

Annexure II

THE OPEN UNIVERSITY OF SRI LANKA
FACULTY OF HEALTH SCIENCES
DROPPING OF COURSES WITHOUT ACADEMIC PENALTY
BACHELOR OF SCIENCE HONOURS IN NURSING DEGREE PROGRAMME
2022/2023

(The Drop Date is 05th January 2023 – CRC only. There will be no extension of this deadline under any circumstances)

1. Registration No. : _____

2. Name of Student: _____

3. **Course Codes of courses to be DROPPED**

_____	_____	_____	_____
_____	_____	_____	_____

Signature of Student: Date:

4. **SAR/Student Affairs,**

Please DROP the following courses without any academic penalty.

_____	_____	_____	_____
_____	_____	_____	_____

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Signature of Head/ Department of Nursing

Date

5. Changes incorporated in the Student Record Book & OMIS.

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Signature of SAR/St. Affairs

Date