

# PERMISSION TO WRITE THE FINAL EXAMINATION WITHOUT COURSE FORM

(To be processed by the student within the current semester)

CURRENT SESSION: \_\_\_\_\_ (eg. 2021/2022) CURRENT SEMESTER: \_\_\_\_\_ (e.g. 1st or 2<sup>nd</sup> or 3<sup>rd</sup>) TODAY'S DATE: \_\_\_\_\_

MATRIC NO: \_\_\_\_\_ STUDENT'S NAME: \_\_\_\_\_ CURRENT LEVEL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ PHONE NO: \_\_\_\_\_ WHY ARE YOU WITHOUT COURSE  
FORM FOR THE SEMESTER? \_\_\_\_\_

LIST OF COURSES TO BE TAKEN BY THE STUDENT IN THE CURRENT SEMESTER (exclude citizenship on this form)

COURSE CODE	COURSE TITLE	COURSE UNIT
1.....	.....	.....
2.....	.....	.....
3.....	.....	.....
4.....	.....	.....
5.....	.....	.....
6.....	.....	.....
7.....	.....	.....
8.....	.....	.....
9.....	.....	.....

Total unit for the Semester: \_\_\_\_\_

**FOR OFFICIAL USE:** (All signatures must be obtained in the order listed below)

STUDENT'S PERMITTED TO PROCESS FORM BY THE BURSARY (with payment plan)/REGISTRY (if technical):

THE BURSAR or THE REGISTRAR: \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

THE COURSE ADVISOR: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature & Date

THE H.O.D: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature & Date

THE DEAN: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature & Date

THE SCHOOL OFFICER: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature & Date

THE VP SD\*: \_\_\_\_\_

Name

\_\_\_\_\_  
Stamp, Signature & Date

THE REGISTRAR: \_\_\_\_\_

Name

\_\_\_\_\_  
Stamp, Signature & Date

THE SVP\*\*: \_\_\_\_\_

Name

\_\_\_\_\_  
Signature & Date

**NOTE:** 1. \* VP SD stands for Vice President Student Development; \*\* SVP stands for Senior Vice President (Academics)  
2. Students should not take examination without course form or this form duly signed effective 2021/2022.1  
3. The form should be attached to the Result Upload Form at the time of processing