



Ref. No.	Description	Form/Report
1	Students have to write appeal letter with justification/reason and prepare study plan.	Appeal letter and study plan
2	Students have to meet academic advisor for recommendation. Complete supporting documents shall be presented. Academic advisor will put down his/her signature and provide justification based on the decision made.	i) Appeal letter and study plan ii) Printed online results (all trimesters) iii) Course structure
3	Students have to submit all the documents with signature of academic advisor to the faculty. Submission has to be done by Week 1 of the trimester prior to the actual trimester.  <i>For example: a student wishes to apply for extra allowable credit hours on Trimester 2 2011/2012, he/she shall submit the application latest by Week 1 of Trimester 1 2011/2012.</i>	i) Appeal letter and study plan ii) Printed online results (all trimesters) iii) Course structure
4.	Approve/Disapprove by dean.	
5.	Students may now proceed with the course registration of the extra credit hours upon dean's approval.	
6.	Students are to continue with their current study plan if application was unsuccessful.	

Doc. No: **FET/PRO-01**

Version: **1.1**

Revision: **0**

Effective Date: **01.01.2011**

No.	Description	Form/Report
1.	Only final year students especially those getting close to the end of their candidature (8 years since Beta) - Extra credit hour can be given maximum to 3 credit hour or 4 (FYP)	
2.	For all other students, please strictly follow credit hours limit as decided by the Senate.	