

Document:	Rules and guide-lines governing academic skip	
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Programs applied: BSc Hons (Chemical Science) / Graduateship in Chemistry (GIC)	Revised by :	Date Revised:
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Introduction

Students registered for academic programmes offered by the College of Chemical Sciences, Institute of Chemistry Ceylon (IChemC) request academic skips (postponement of their registration) due to various reasons. These rules are formulated in order to streamline academic skips.

Request for academic skip must be made to the Dean/College of Chemical Sciences (CCS), IChemC on the prescribed form (attached to this document).

Granting of academic skips

1. Academic skips shall be effected only at the beginning of a semester.
2. Academic skips cannot be backdated.
3. An academic skip shall not be granted to cover the remaining portion of a semester, if such a request is made during a semester.
4. When a student recommences academic activities (after an academic skip), By-Laws and the rules governing the program at the time of recommencement of his/her academic activities shall apply.
5. Academic skips if granted shall be implemented through MIS.

Fees and Payments

6. In the event, a student has made the full payment for all the four years of a program, and obtained an academic skip, he/she shall complete the program in four years without counting the semesters for which he/she has been granted an academic skip, without making an extra payment if the same fee/payment structure is in effect as at the time of initial registration.
7. If a student has made the full payment and obtained an academic skip, and the fee/payment structure has been revised before the completion of studies, he/she must make the additional payments if there is any, for the remaining semesters/years.
8. The fees for repeat examinations and registration fees, shall be charged at the most recent rate.
9. If a student has made partial payments and obtained an academic skip, payments for the remaining portion of the program and for repeat examinations if any shall be at the current rates applied at the time of recommencement of academic activities and at such occasions respectively.

Request for an academic skip

Dean, College of Chemical Sciences,
Institute of Chemistry Ceylon.

Dear Sir/Madam,

I am a registered student in the BSc (Hons)/GIC programme offered by the College of Chemical Sciences. I wish to submit my application for an academic skip.

Name		
Address		
Index No:		
Currently registered programme		
Current Level and semester of study		
Date of first registration		
Date of the request		
Contact No:		
e-mail:		
Amount already paid		
Period for which an academic skip is requested	Starting From: (<i>inclusive of</i> Level and semester)	Length of academic skip (Number of semesters)

I am aware that I must fulfill the requirements for graduation specified in the By-Laws pertaining to the study program. I am also aware that the CCS/ICChemC is not responsible for the consequences I may face as a result of obtaining an academic skip.

Sincerely,

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Signature of the student