

National Yunlin University of Science and Technology

Application Form for Dropping Course One Week before the Mid-Term Week

Name		Application Date	_____ Semester in Academic Year _____ _____(yy)_____ (mm)_____ (dd)
Student ID#		Department /Grade	
Course opened by (Department/Institute)		Course type	<input type="checkbox"/> Required <input type="checkbox"/> General Education <input type="checkbox"/> Teacher Program <input type="checkbox"/> Elective <input type="checkbox"/> Other
Serial number (One course limited)			
Course title (One course limited)			
Total credits after dropping course			
Reason for dropping course			
Signature of student	Signature of course instructor	Signature of chair of home department/institute	Stamp of the Office of Academic Affairs

Remarks: 1. Students with learning difficulties or students in other special groups shall submit the completed application form to the Curriculum and Teaching Division for processing a week ahead of the mid-term week shown on the university's calendar.

2. According to Article 13 *Regulations of Course Selection*, "Students with learning difficulties or students in other special groups are allowed to apply for a course drop one week ahead of the mid-term week. They shall have the application form approved/signed by both the course instructor and chair of the home department and submit the form to the Curriculum

and Teaching Division for processing. No refund will be granted. Furthermore, each student is allowed to drop only one course each semester and the grade column of the student's academic transcript will bear an annotation denoting "withdrawn" for the course. After dropping the course, the total credits must not be less than the required minimum credits for each semester. Undergraduate students who have applied for course exemption are not allowed to apply for dropping a course as regulated by Article 13 of *Regulations of Course Selection*. Courses that do not reach minimum student numbers due to dropping of a course one week ahead of the mid-term week are not restricted to Article 11 *Regulations of Course Selection*.

3. Required minimum credits: freshman, sophomore and junior students in undergraduate programs shall take 16 credits; senior students in undergraduate programs shall take 9 credits; graduate students shall not take less than 1 course in their first academic year; students who extend their studies shall at least take 1 course.
4. After submitting the application form to the Curriculum and Teaching Division for processing, please use the System of Academic Affairs to confirm that your request has been accepted.