

Course Drop Form

Copy A : Kept by the student

_____ Academic Year _____ Semester _____ Dept./ Inst. _____ Grade _____ Class _____ Group

Name : _____ Student Number : _____ Phone: _____

(Please fill the form neatly to avoid trouble)

Application Date : _____ (Y/M/D)

Course Title							Category	<input type="checkbox"/> Dept./Inst. Expertise <input type="checkbox"/> General(Required) <input type="checkbox"/> General (Selective) <input type="checkbox"/> Educational Program <input type="checkbox"/> Credit Program <input type="checkbox"/> Specialized sport	
Course Code									
Class		Schedule	Weekday	Session	□ □ □ □	Venue			
Reason for Application									
Stamping of Student's Dept./Inst. (Graduates taking educational program need stamping here.)								Total credits taken (after dropping)	
Stamping of course organizer									
Stamping of Curriculum Division (Not for dropping pre-selected courses)								* Course Organizers shall make sure if the course is closed because insufficient registered students. If so, the course will be dropped automatically, and the students do not need to drop the course on paperwork. * If not, the course shall be dropped on paperwork by course organizers.	

Course Drop Form

Copy B : Category A: submit to Curriculum Division
Category B: submit to Dept./Inst.

_____ Academic Year _____ 1st/2nd Semester _____ Dept./ Inst. _____ Grade _____ Class _____ Group

Name : _____ Student Number : _____ Phone: _____

(Please fill the form neatly to avoid trouble)

Application Date : _____ (Y/M/D)

Course Title							Category	<input type="checkbox"/> Dept./Inst. Expertise <input type="checkbox"/> General(Required) <input type="checkbox"/> General (Selective) <input type="checkbox"/> Educational Program <input type="checkbox"/> Credit Program <input type="checkbox"/> Specialized sport	
Course Code									
Class		Schedule	Weekday	Session	□ □ □ □	Venue			
Application Reason									
Stamping of Student's Dept./Inst. (Graduates taking educational program need stamping here.)								Total credits taken (after dropping)	
Stamping of course organizer									
Stamping of Curriculum Division (Not for dropping pre-selected courses)								* Course Organizers shall make sure if the course is closed because insufficient registered students. If so, the course will be dropped automatically, and the students do not need to drop the course on paperwork. * If not, the course shall be dropped on paperwork by course organizers.	