

【Paper-based】 Course Add/Drop Request Form (Year 2024)
(Unable to withdraw online under special circumstances)

Name		Date	(D)____/(M)____/(Y)____
Student No.		Study program	<input type="checkbox"/> 4-year undergraduate program <input type="checkbox"/> Master <input type="checkbox"/> Doctor
Department		Class/Year of Study	Class ____, Year ____
Mobile phone number		This course is	<input type="checkbox"/> Required /Compulsory <input type="checkbox"/> Elective
Course code		Course name	
<p>Notice: The minimum number for a course to start: 20 students for a undergraduate compulsory course, 15 for an undergraduate optional course, 5 for an MA course and 5 for an MA for CPD* course. (*CPD: continuing professional development)</p>			
<p>Options and reasons: (Check applicable box by student) This must be signed by the course offering unit and the teacher, otherwise the request from will not be accepted. 【※同一課程若有多項因素，則均需勾選，以作為開課單位審核 If there are multiple factors in the same course, all of them need to be ticked to be reviewed by the unit offering the course.】</p> <p><input type="checkbox"/>1. Undergraduate of 4-year program : after dropping the course, the total credit number falls below the minimum of 12 credits (9 credits for senior students), the drop cannot be done online; however, after requesting for the drop, course add will still be approved to fulfill the minimum of 12 credits (9 credits for senior students).</p> <p><input type="checkbox"/>2. Students of continuing education: If the withdrawal is below the minimum 9 credits, the withdrawal cannot be processed online; however, after the withdrawal is applied for, additional courses will still be taken to meet the minimum 9 credits requirement (except for students who delay graduation).</p> <p><input type="checkbox"/>3. The compulsory courses of the continuing education cannot be dropped online; the reason for the course drop: <input type="checkbox"/> course repeated <input type="checkbox"/> credit approved to be waived (Except for students who delay graduation, the total credits after the course drop shall not be below 9 credits).</p> <p><input type="checkbox"/>4. The total number of students of the course reaches its minimum number for a course to start (15 students for the undergraduate program; 5 students for an MA course; 5 students for an MA for CPD course), and this course drop request is not allowed.</p> <p><input type="checkbox"/> Other reasons, please state briefly: _____</p>			
For staff use ONLY			
Department office	<input type="checkbox"/> After the course drop, the total number of students is less than the minimum number of students, and the teacher will be informed. <input type="checkbox"/> Agree: The total number of students enrolled in the course after this course drop is approved is still more than the minimum number of students enrolled in the course.		
Lecturer of the course	<input type="checkbox"/> _Agree on the course drop; the number of people in the class is less than the minimum, and there is no (over-teaching) hourly payment. <input type="checkbox"/> _Do not agree with the course drop. Signature : _____		
Department office	【Sign off by the Department Chair or an authorized staff member】 signature : _____		
Remarks	After completing the procedure this request form, please send it to Curriculum Section or Continuing Education Section before Course Add/Drop is due		

※ In accordance with the relevant provisions of the Personal Data Protection Law, the personal data and attachments filled in this application form are only for the school matter use. For further reference, this request form will be kept for 1 year, and the scanned electronic file 5 years.