## 【Paper-based】 Course Add/**Drop** Request Form (Year 2024)

(Unable to withdraw online under special circumstances)

Name   Date				/	
Department	Name		Date	(D)/(M)/(Y)	
Class/Year of Study	Student No.				
Study   Class, Year     Mobile phone   This course   Required /Compulsory     Interest   Requ				☐ Master ☐ Doctor	
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* continuing professional development)  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,則均電分遷、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.]  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), 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), the drop cannot be done 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).  3. The compulsory courses of the continuing education cannot be dropped online; the reason for the course drop:	Department			Class, Year	
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**X** 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.