

National Chi Nan University

Academic Year

Semester

Course Withdrawal Application Form

Department :

Student

_____ Grade: _____ Number: _____ Name: _____

Original credit total for this semester:

Final credit count for this semester:

Department offering the course	Course Code	Course Name	Class Section	Course Type Required or Elective	Credit(s)	Class Time
Reason for Withdrawing from Course						
Instructor's Signature		Advisor's (Supervising Professor's) Signature		Department Head's Signature		

1. After withdrawal, the total number of credits taken must not be less than the minimum required per semester (12 credits), except for students in their final year or those who have extended their study period, who must still take at least one course after withdrawal.
2. **Students must apply for course withdrawal by the deadline specified in the school's academic calendar.** The application process is completed when it is signed by the course instructor, advisor, and department (program) head and submitted to the Academic Affairs Office, Course Affairs Section.
3. According to regulations, for courses that require a credit fee (tuition fee per credit), if the fee has already been paid, it will not be refunded upon withdrawal; if not yet paid, it must still be settled.
4. For other details, please refer to the course withdrawal procedures.