**□**Fall

Tamkang University Year of\_\_\_\_\_\_\_\_\_\_ **□**Spring Listing of Courses Taken

**□**Summar

Date:\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept. | |  | | | | | | ID | | |  |
| Name | |  | | | | | | Phone  (Mobile) | | |  |
| Item | Control Number | Offered by | Grade | Course Number | Semester | Class | Group | Required/ Selective | Credits | Field | Courses |
| Add |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Drop |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Requests：**  □Time Conflict  □Drop(Exceeds the max allowed)  □Add(Under the minimum required)  □Waive replacement  □Course not open -- add other  □Not eligible, must drop  □Others（See Description） | | | | | | Description：          Updated Number of Credits:  **Credits** | | | | | |
| Instructor: Signature： | | | | | | | | | | | |
| Department Chair Signature： | | | | | | | | | | | |
| Office of Academic Affairs | | | | | | | | | | | |

Note 1:According to article 15 paragraph 5 of **TKU Regulations on Student Course Selection**：When the number of credits dropped exceeds one third of total credits taken, no refund is granted.

Note 2:According to the Second Point in the guidelines of **TKU Guidelines for Student Withdrawal from a Class after the Midterm Exam:** Students can drop courses on line in the thirteenth week. Other related services are posted on the webpage of Teaching Center for Registration-Curriculum Development under “Legal Policy”.

**According to the Laws of protecting personal information, all the information herein is only used in processes in this division. No other usage is allowed. When the preservation limit is up, the information will be destroyed.**

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