

Dept.								ID			
Name								Phone (Mobile)			
Item	Control Number	Offered by	Grade	Course Number	Semester	Class	Group	Required/ Selective	Credits	Field	Courses
Add											
Drop											
<b>Requests :</b> <input type="checkbox"/> Time Conflict <input type="checkbox"/> Drop(Exceeds the max allowed) <input type="checkbox"/> Add(Under the minimum required) <input type="checkbox"/> Waive replacement <input type="checkbox"/> Course not open -- add other <input type="checkbox"/> Not eligible, must drop <input type="checkbox"/> Others ( See Description )							<b>Description :</b> _____ _____ _____ _____ 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 Affairs Division 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.**