



**Tzu Chi University
Late Add/Drop Form**

Last or Family Name First Middle Student ID#

Phone Number Email Address

Dept./Inst. _____

Fall Spring, 20_____ **Total units after the change:** _____

Reason(s): _____

Add

Dept./Inst.	Year (1 st , 2 nd ...)	Class (A, B...)	Required/ Elective	Course#	Course Name	Units	Instructor Signature

Drop

Dept./Inst.	Year (1 st , 2 nd ...)	Class (A, B...)	Required/ Elective	Course#	Course Name	Units	Instructor Signature

Student's signature _____ Date _____

FOR OFFICE USE ONLY

Academic Adviser _____ Date _____

Enroll in more than the maximum (25).	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Enroll in fewer than the minimum (16).	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Enroll in fewer than 9 units for a graduating senior.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Signature of Dept. Chair/Inst. Dir. _____ Date _____		

Processed by _____ Received date _____

The number of students enrolling in this course (after adding this student): _____

Signature of Curriculum Chief _____ Date _____

Signature of Dean of Academic Affairs _____ Date _____

Note:

1. Late adding a course:

Apply in the **3rd week** after the first day of the new semester, and forward this form before the deadline to Curriculum Section, The Office of Academic Affairs.

2. Late dropping of a course:

Apply **from 3rd to 11th week** after the first day of the new semester, and forward this form before the deadline to Curriculum Section, The Office of Academic Affairs.

3. An undergraduate student can only enroll in a maximum of 25 units, and must enroll in a minimum of 16 units. For a graduating senior, the minimum units are 9. The followings are the exceptions :

- Chinese Medicine students
- 5th to 7th year medical students (admitted to TCU before Fall 2013), or 5th & 6th year medical students (admitted to TCU beginning in Fall 2013)

4. Enrollment in **more than the maximum units** or **fewer than the minimum units** requires approval first from Department Chair/Institute Director.