

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

Dept./Inst. _____

Student ID# _____ Full Name _____

Phone Number _____ Date of Application _____

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 _____

Advisor's Signature _____ Date _____

Signature of Dept. Chair/Inst. Dir. _____ Date _____

※If any of the following situations apply to the student, please be sure to check "Approved" or "Denied."

Enroll in more than the maximum (25).

☐ Approved ☐ Denied

Enroll in fewer than the minimum (16).

☐ Approved ☐ Denied

Enroll in fewer than 9 units for a graduating senior.

☐ Approved ☐ Denied

Processed by _____ Received date _____

Signature of Curriculum Chief _____ Date _____

Signature of Dean of Academic Affairs _____ Date _____

Note:

1. Late course addition:

Application to add courses must be made by the **3rd week** of the semester. Please complete and submit this form to the Curriculum Section, Office of Academic Affairs before the deadline.

2. Late course dropping:

Application to drop courses must be made by the **6th week** of the semester. Please complete and submit this form to the Curriculum Section, Office of Academic Affairs before the deadline.

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
- 3th to 6th year medical students or 3th to 6th year pharmacy students

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