



National Chiao Tung University

Behind Time Course Add and Drop Application Form

School Year: _____ Semester: _____ Date: _____
 Department/Institute: _____ Grade / Class: _____
 Name: _____ Student ID: _____ Email: _____
 Phone Number(Cell Phone): _____

Reasons for Application :

Add Course :

Course Number	Course Name	Credits	Type	①Instructor's Signature

Drop Course :

Course Number	Course Name	Credits	Type	(1)Instructor's Signature

(2)Signature of the department chairman or advisor :

(3)Curriculum Division

- Work-study 8 hours without pay
- Work-study exemption

- To Cashier Office if credits fee increase
 - To refund if credits fee decrease
- Student account:

(4)Dean of Academic Affairs

Notice :

- Add and drop courses behind time must be finished in a week after the deadline of add and drop.
- Students who apply add and drop behind time should perform work-study duty without pay for eight hours. For reasons beyond personal control, students do not have to perform work-study duty but still has to complete add and drop within one week after the deadline.
- This application form must be done in person.
- The procedure of application: Signature of course instructor → Signature of the department chairman or advisor → Return to Curriculum Division. The Dean of Academic Affairs will sign if necessary.

5. "NCTU Student Course Withdrawal Application Policies" is for the student who cannot keep taking courses in the midterm of the semester.