



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	(1)Instructor'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:

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