

Course Withdrawal (W) Request Form/退课申请表

Date/日期.....Day/日..... Month/月.....Year/年

Subject : Request for Course withdrawal (W) /事项 : 退课申请

Dear: Vice President of Academic Affairs/尊敬的副校长

Name/姓名 : Student ID number/学号 :

1. Level of Education/学生类别 ☐ Undergraduate/本科生 ☐ Postgraduate/研究生

Tel/电话号码 :

I would like to request course withdrawal (W)

in semester/学期 : Academic year/学年 : 我申请退课于

(You should request approval from the Dean/你应该请求院长的同意)

NO.	Course code 课程编号	Course Name 课程名称	Group no. 班级

Due to/基于 : For your consideration/为了您的考虑,

Sign/签名 : Student/学生

Please process the request according to the steps below/请按照以下步骤处理

1.Advisor's Comment/班主任/系主任意见	2.Dean's Comment/院长意见
3.Office of Registrar/注册部	

The result of your requested is/你的申请结果是

☐ Approved/同意

☐ Not Approved/不同意

Sign/签名 : Vice President of Academic Affairs or Representative

Date/日期 :/...../..... (教学副校长或代表)