

**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

Enclosed/附上:.....

Name/姓名:..... Student ID number/学生卡号:..... Tel/电话号码:.....

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

2. Class Session/学制  Regular class/全日制  Evening class/晚班

3. Majoring in/主修:..... I would like to request course withdrawal (W) in semester/学期:..... Academic year/学年:..... 我申请退课于

Request within the withdrawal period/申请在退课期内

Request after the withdrawal period/申请在退课期外

(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 )