National Taiwan Normal University
The Course Withdrawal Application Form for Inter-University Course Selection In-Service Master's Program

(For Other universities' students enrolled in NTNU In-Service Master's Program)

【Note】

1. How to Withdraw: After obtaining the instructor's signature, please submit the form to the Curriculum Division. If the instructor's approval is not completed within the designated application period, the course withdrawal request will not be processed.
2. Application Period: Unless otherwise specified for short-term intensive General Education (Life Skills) courses, **all applications must be submitted within the withdrawal period stipulated in the university calendar**. Late applications will not be accepted.
3. Transcript Notation: Withdrawn courses will be marked with a "W" on your transcript, and the credits for these courses will not be included in the total credit count for the semester.
4. **Credit Fees**: If you have already paid credit fees for the withdrawn course, **no refunds will be provided**. **If the fees have not yet been paid, you are still required to pay the outstanding balance.**

I. Basic Information

Student ID No.		Application Year	Academic Year Semester
Name		Department/ Year	
Application Date		Phone Number	

II. Course Withdrawal Details

Course Sequence No.	Subject Code	Offering Department	Course Name	Credits	Required/ Elective
Reason for Withdrawal					

III. Approval Process

1. Student Signature	2. Instructor Signature	3. Submit to the Curriculum Division, NTNU
	(請標註簽核日期)	