Underload Application (Midterm Course Withdrawal Period) – Fall 2026

Student No._____ Name_____ Mobile_____Department_____

☐Freshman ☐Sophomore ☐Junior ☐Senior

**Seniors (fifth year and above) are required to take at least one course per semester; there is no minimum grade requirement.

⚠️Note:

The minimum course load is 16 credits for freshmen, sophomores, and juniors, and 9 credits for seniors. Underload requires approval from both the advisor and department director.
Students falling below the minimum must submit this form. If further credit reduction occurs after course withdrawal, a new application is required—even if an earlier underload was approved.

📅 Important Deadlines / Schedule:

- Deadline for Department Office to set under-load status: Before 17:00, Friday, November 20, 2026 (115/11/20)
- Deadline for students to submit course withdrawal via the system: Until 09:00, Saturday, November 21, 2026 (115/11/21)

⚠️ Under-Load Approval Required Before Withdrawal (Important):

Students may only submit a course withdrawal application in the system *after* the department office has completed the under-load settings.

Please enclose a copy of your transcript and course selection results for the teacher's reference and also allow time for their approval.

Intended credit amount：_____ credits
Reason for Underload Application：

Student Signature_____

Required signatures

_____ _____ _____
Advisor's Signature → **Department Chair** → **Department Office**