Application Form for Under-loading (Beginning of the Semester) – 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.

Application Deadline

From the 1st course registration period until **Friday, September 18, 2026** (Friday of the 2nd week of the semester).

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**