



WENZHOU-KEAN
UNIVERSITY

温州肯恩大学学生逾期退换课程申请表

Overdue Course Dropping/Changing Application Form

姓名 Name	性别 Gender	学号 Student ID	专业 Major
调整课程编号及班级 Course No. & Section		教学学期 Term	任课老师 Faculty (Printed)
退课/换课原因 Reason for Dropping/Changing		学生 (签字): Student's Signature 日期 (Date):	
任课老师意见 Permission from Instructor	签字 (盖章): Sign or Seal 日期 (Date):	导师意见 (仅限退课) Permission from Advisor (Only for Dropping)	签字 (盖章): Sign or Seal 日期 (Date):
学院院长意见 Permission from School Dean	签字 (盖章): Sign or Seal 日期 (Date):	教务部审批 Approval from Office of the Registrar	签字 (盖章): Sign or Seal 日期 (Date):

须知: 1. 因本人健康原因申请逾期退课/换课需提供医疗证明 (复印件附后)

For medical reason, please attach the copy of Medical diagnosis certificates.

2. 春季和秋季学期开学一个月之后将不予办理任何退换课程申请 (冬季和夏季学期为开学一周之后)

After Spring term and Fall term starts a month, we don't accept any course dropping/changing applications (after Winter term and Summer term starts a week).