

Course Overload / Withdrawal /Add & Drop Request Form

RU Student ID		Name	
Admission Year		RU Email	

List all the courses for which you wish to register or for which you have registered.

O=Overload

《Action Key》 **W**=Withdrawal from courses after course cancellation period

Please select. **D**=Drop from courses before/within course cancellation period

A=Add courses during the course registration periods (SPECIAL CASES ONLY)



Withdrawal from courses applies only to students before Hurdle Assessment.

Select One	Course Number	Course Title	Credits	RU Subject Group

Total number of credits **after the change** _____

Please give your justification / reason for change.

For Course Withdrawal: please complete the second page as well.

For Course Overload: you need to have earned at least 16 credits with RU GPA 3.0 or higher in the previous semester.

Advisor Comment

Student's signature _____

Date _____

Designee's signature (if required) _____

Date _____

For the course withdrawal, please complete the second page as well.

Course Withdrawal Consent Form

Meeting Date with the Academic Advisor (MM/DD/YYYY): _____

Advisor Name: _____

Advisor Signature: _____

Meeting Date with the Course Instructor (MM/DD/YYYY): _____

(Only if the course has already begun)

Instructor Signature: _____

(Same as above)

I hereby certify that I have met with an academic advisor and my course instructor to discuss course withdrawal as indicated above. I also certify that I understood the following conditions, and I am making the informed decision.

[Check ALL]

- Applying for the course withdrawal may delay the start of study at ANU.
- Applying for the course withdrawal may delay the graduation.
- After the course is formally withdrawn, I am not permitted to request it be reinstated under any circumstances.

Student Signature

Date (MM/DD/YYYY)