

Application to Cancel a Minor

- A. New graduates of the year who fulfill the requirements of the major yet fail to satisfy the requirements for a minor may apply to cancel a minor.
- B. The applicant shall fill out this form in person and request an academic transcript from the associated Office of Academic Affairs. (The transcript is not necessary if the applicant has never taken any courses for the minor). Afterward, submit the form along with the transcript, if any, to the minor and major departments for approval stamps and then to the associated Office of Academic Affairs* to proceed with the application.
- C. Application Deadline: The applicant shall make the application prior to December 25 in the first semester or prior to May 25 in the second semester, except those described below:
 - 1. Students on the admission waiting list to graduate programs shall make the application within 5 business days from the next day upon the receipt of admission confirmation at the latest.
 - 2. Students who fail to fulfill both the major and minor requirements due to a failing grade in a course from the minor shall make the application within 5 business days from the next day when the final grade of the failing course is announced at the latest.
 - 3. Students in other special circumstances who have provided related evidential material and received approval from the Office of Academic Affairs.
- D. Once the application is processed and completed by the associated Office of Academic Affairs, the applicant shall not request to reverse the cancellation of the minor.

APPLICANT DETAILS	MAJOR DEPARTMENT		STUDENT ID. NO.	
	YEAR OF COLLEGE		NAME	
	CONTACT NO.		DATE OF APPLICATION	
	MINOR DEPARTMENT			
	REASONS FOR CANCELLATION			

HEAD OF MINOR	Please tick one of the following boxes: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
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DEPARTMENT APPROVAL STATUS	<hr style="width: 50%; margin: 0 auto;"/> Head of Minor Department (Sign/Seal)
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MAJOR DEPARTMENT APPROVAL STATUS	<p>After the minor is cancelled, will the credits earned from minor courses be taken into account for the major requirements? (Please tick one of the following boxes by the major department.)</p> <p><input type="checkbox"/> Rejected. All credits earned from minor courses are dismissed.</p> <p><input type="checkbox"/> Agreed. All credits earned from minor courses are taken into account for the major requirements as electives.</p> <p><input type="checkbox"/> Agreed. Some of the credits earned from minor courses (as described below in detail) are taken into account for the major requirements:</p> <p><input type="checkbox"/> The applicant has NOT earned any credit from minor courses.</p> <p>Total Credits Earned: _____</p> <p style="text-align: center;"> <hr style="width: 30%; display: inline-block; margin-right: 10px;"/> Reviewer (Sign/Seal) <hr style="width: 30%; display: inline-block;"/> Head of Major Department (Sign/Seal) </p>
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* For students in School of Nursing (sophomores and above), other bachelor students in College of Medicine (juniors and above), as well as bachelor students in College of Public Health (sophomores and above), please visit the Branch Office of Academic Affairs in the College of Medicine for application; for bachelor students in other departments, please visit Undergraduate Academic Affairs Division for application.