

Duke Kunshan University

Course Overload/Underload Request Form

Students who wish to be underloaded or overloaded please refer to the detailed course load policy stated in the Undergraduate Bulletin. Students need to complete this form and obtain original signature of both their advisors and the Dean of Undergraduate Studies. The completed form must be delivered to the Office of the Registrar before drop/add deadline.

Name of student:

SIS ID:

(8-digit number in student service center)

Email Address:

Phone number:

Year, semester and session:

Course to be added:

Course to be dropped:

Current credits:

Total credits after dropping/adding this course:

Reason(s) for requesting an overload/underload:

Please print this form and complete the following signature part.

Student's signature:

Date:

Advisor's signature:

Date:

Dean's signature:

Date:

Campus mailing address:

Academic Building Room 3124
Duke Kunshan University
No. 8 Duke Avenue
Kunshan, Jiangsu Province 215346

Contact:

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Phone: (+86) 512-3665-7021