

# Duke Kunshan University

## Course Withdrawal Form

Criteria and Instructions: After the Drop/Add period, students can withdraw from courses with the “W” designation on their transcript until two (2) weeks before the last day of classes for seven-week courses and four (4) weeks before the last day of classes for full-semester courses. To withdraw, please complete this form and obtain original signatures of the instructor and your advisor. Additional approval will be required if a course withdrawal results in an underload. The original form needs to be delivered to the Office of the Registrar.

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Full name:

E-mail:

Phone number:

Session/Semester/Year:

Course(s) to be dropped:

Total credits after dropping the course(s) :

(Please be reminded that a normal course load is 16 credits. A course withdrawal resulting in 15 credits or below is considered an underload status. An underload will require further review by the Dean of Undergraduate Studies or their designee.)

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Please print this form and complete the following signature part.

Student Signature / Date

Instructor Signature / Date

Advisor Signature / Date

DUS or Designee Signature / Date  
*(required when resulting in an underload)*

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**Campus Address:**

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

**Contact:**

E-mail: [dku-registrar@dukekunshan.edu.cn](mailto:dku-registrar@dukekunshan.edu.cn)  
Phone: (+86) 512-3665-7021