**Wenzao Ursuline University of Languages**

**Application to Relinquish Minor Status**

1. Application procedure: ➊Applicant completes application form. ➋Applicant submits application to the Chairperson of the minor department for approval. ➌Applicant submits application to the Chairperson of the main department for approval. ➍Applicant submits application to the Registration Section for processing.
2. Applicants who have taken courses must also submit a transcript in Chinese and the Course Credit Relinquish Form to the Chairperson of the main department for approval. The approved form must then be returned to the Registration Section for processing.
3. Processing the application: The application process should be completed before the end of the add/drop period of every semester. Students may not relinquish their double major status in the middle of a semester.
4. Once the chairpersons of the two departments have given approval, submit this application form to the Registration Section for processing.
5. Once this application is submitted to the Registration Section and the procedure is complete, the student may not request reinstatement of minor.

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| ➊  To be completed by applicant | Dept. | |  | | | Student ID No. |  | |
| Grade | |  | | | Name |  | |
| Phone No. | |  | | | Application  date | yyyy　　mm　　dd | |
| Name of Minor | |  | | | Application period | Semester academic year | |
| Reason for Relinquished | |  | | | | | |
| **Review** | | | | | | | | |
| Reviewer’s comments | | | | | ➋ Chairperson of the minor | | | |
| □　agree to allow student to relinquish minor  □　do not agree | | | | | (signature) | | | |
| Reviewer’s comments | | | | | ➌ Chairperson of main department | | | |
| □　agree to allow student to  relinquish minor  □　do not agree | | | | | (signature) | | | |
| ➍ Office of Academic Affairs | | | | | | | | |
| Staff of Office of Academic Affairs | | Head of Registration Section | | Head of Curriculum Section | | | | Dean of Academic Affairs |
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