

# Cross-Institutional Study Program Report Form

Date: \_\_YY\_\_MM\_\_DD

Department	Department :  Grade :	Student Name	
Student ID		Contact Phone	
Subject	<input type="checkbox"/> Cross-Enrollment for Daily Program and Second Bachelor's Degree <input type="checkbox"/> Continuing Education and Cross-Enrollment for Second Bachelor's Degree <input type="checkbox"/> Cross-Enrollment for Master's Degree in Daily Program <input type="checkbox"/> Cross-Enrollment for Master's Degree in Professional Program	Enrollment: <input type="checkbox"/> Required Course <input type="checkbox"/> Elective Course	
Explanation: The student is enrolling because of <input type="checkbox"/> Incomplete or failed retake of a required course in a lower year. <input type="checkbox"/> Required courses for the current semester are not offered in the student's academic program. <input type="checkbox"/> Interest in cross-institutional elective courses. <input type="checkbox"/> Other (please provide the reason).		Subjects for Cross-Departmental Study:  1. (    ) Credits  2. (    ) Credits  3. (    ) Credits  <div style="text-align: right;">Total: (    ) Credits</div>	
Respectfully,          Department Chair          Dean of Academic Affairs			

Notes: Except for the required courses included in the graduation credits, no report form is required for other elective courses or courses not included in the graduation credits.

Procedure: Students are required to check or provide written reasons for cross-institutional course selection.

After approval by the department chair, each department will submit the form to the Registration Office for processing. After approval by the Academic Affairs Office, the form will be returned to the respective departments, and students will be notified by their departments. (For departmental elective courses, notification to the Academic Affairs Office is sufficient after approval by the department.)