

National Chi Nan University Implementation Guidelines for Student Departure Procedures

Approved at the 2nd Academic Affairs Meeting of the
110th Academic Year on December 1, 2021

1. In order to standardize the procedures that students of National Chi Nan University (hereinafter referred to as “the University”) must follow when taking a leave of absence, withdrawing, or graduating, the University has established the National Chi Nan University Implementation Guidelines for Student Departure Procedures (hereinafter referred to as “these Guidelines”).
2. Students applying for a leave of absence must download the Leave of Absence Procedure Form and the Parental Consent Form (for undergraduate students) from the website of the Registration Division, Office of Academic Affairs. The leave of absence and departure procedure will be considered complete only after obtaining confirmation and official stamps from the listed units. A Certificate of Leave of Absence will then be issued.
3. Students applying for voluntary withdrawal must download the Withdrawal Procedure Form and the Parental Consent Form (for undergraduate students) from the website of the Registration Division, Office of Academic Affairs. The withdrawal and departure procedure will be considered complete only after obtaining confirmation and official stamps from the listed units. A Certificate of Study will then be issued.

For students who are required to withdraw, the University shall process the withdrawal in accordance with regulations and notify the student through an official letter. A Certificate of Study will not be issued automatically. If the student wishes to apply for a Certificate of Study, they must complete the Withdrawal Procedure Form and obtain the required stamps from the listed units to finalize the withdrawal and departure procedure before the certificate can be issued. However, in accordance with Article 52 of the Academic Regulations, no certificate of any kind shall be issued to students who have studied for less than one semester, are found ineligible for admission or transfer, or have been expelled.

4. Students applying for graduation must complete the following departure procedures:
 - (1) Regulations regarding the time, location, and method (in-person pickup or mailing) for receiving degree certificates shall be handled in accordance with announcements made by the Office of Academic Affairs.
 - (2) If a student is unable to collect their degree certificate in person, they may authorize another person to do so on their behalf. The authorized representative must present the following documents: a letter of authorization, the student’s completed departure procedure form, the student’s student ID and original identification documents, and the representative’s own original identification documents. The representative must also personally sign to acknowledge receipt of the degree certificate.
 - (3) The degree diploma is an important controlled document and will be issued only once. In the event of loss or damage (including damage during mailing), students may only apply for a Certificate of Degree as a replacement. Students are advised to carefully consider the risks of mailing before choosing this option.

Students who request to have their degree certificate mailed must complete a declaration form, agreeing that they bear full responsibility for any delay, loss, or damage (including staining or defacement) that may occur during the mailing process, and that they will raise no objection under such circumstances.
 - (4) When receiving the degree diploma, students must verify all the information printed on the certificate on-site. After confirming its accuracy, they must sign the receipt register to acknowledge collection.

If an error is discovered in the degree certificate after it has been signed for and collected, any request for correction must be handled by issuing a Certificate of Degree as a replacement.

- (5) For each unit's departure clearance items, if the matter is not related to graduation requirements, it must not be improperly linked to the issuance of certificates. Such issues should be addressed through gradual guidance, corrective action, or alternative measures.
5. When completing graduation departure procedures, students must submit their student ID card to the Registration Division of the Office of Academic Affairs, where their student status will be canceled and marked with the notation "Graduated" before the card is returned. Students withdrawing from the university must return their student ID card. If the student ID card is lost, the student must present original identification documents for verification and complete a loss report procedure; reissuance of the student ID card is not permitted.
6. Matters not covered in these Guidelines shall be handled in accordance with the relevant regulations of the Ministry of Education and the University.
7. These Guidelines shall be announced and implemented upon approval by the Academic Affairs Meeting.