

# National Chi Nan University Regulations Governing Course Withdrawal

Passed at the 4<sup>th</sup> Academic Affairs Meeting of Academic Year 2002 on May 21, 2003

Approved by the National Chi Nan University (NCNU) President on August 5, 2003

Amended and passed at the 7<sup>th</sup> Academic Affairs Meeting of Academic Year 2016 on June  
14, 2017

Approved by the NCNU President on June 21, 2017

Amended and passed at the 6<sup>th</sup> Academic Affairs Meeting of Academic Year 2020 on June  
23, 2021

## Article 1

National Chi Nan University (NCNU or “the University”) hereby formulates the NCNU Regulations Governing Course Withdrawal to assist students who are unable to continue the study of a course with justifiable cause after the adding/dropping course period has ended.

## Article 2

Students who request to withdraw from a course shall complete and submit the course withdrawal application form to the Office of Academic Affairs after receiving approval from the course instructor, the advisor and the head of the home department.

## Article 3

To withdraw from a course, students shall apply no later than one month before the final examination week, as announced in the academic calendar. The withdrawal deadlines for the intensive courses, however, are stipulated by the responsible courses. Students in special circumstances who present evidence and receive approval from the course instructor, the home department/graduate institute/degree

program, and the Office of Academic Affairs before the final examination week shall not be subject to the preceding limitation.

#### Article 4

Students shall meet the minimum credits required per semester after withdrawing from a course. Students who reach their final year or extend the period of study shall take at least a course after the withdrawal.

#### Article 5

A withdrawn course shall be recorded as “W” (Withdraw) on the student’s semester grade report and the transcript of academic record. The credits for a withdrawn course shall not be included in the total credits taken for the semester.

#### Article 6

Credit fees (tuition and miscellaneous fees) paid under the applicable regulations shall not be refunded for withdrawn courses, and the outstanding balance shall still be paid.

#### Article 7

Matters not covered under the Regulations shall be handled by the NCNU Academic Regulations and the provisions of other applicable regulations.

#### Article 8

The Regulations shall be implemented after being approved at the Academic Affairs Meeting.