

National Taiwan University Student's Course Withdrawal Guidelines

Amended by the 2nd Academic Affairs meeting on the 1st semester of 2005 academic year on Dec 23, 2005

- Article I** These guidelines are established for the purpose of handling cases in which students are unable to continue the study of a course after the adding/dropping course period has ended.
- Article II** When requesting the withdrawal of a course, the student must complete the course withdrawal application form and turn it in to the Academic Affairs Division after obtaining approval from the course's instructor and the Chairperson (Director) of the department (institute).
- Article III** The request for withdrawal of a course must be presented at least one month prior to the beginning of that semester's exams as stipulated in the university calendar.
- Article IV** The request for withdrawal of a course is limited to one subject course per semester.
After the withdrawal, Master's and Ph.D. students must still be enrolled for at least one course (including thesis or dissertation); Bachelor's program students must still be enrolled for at least 9 credit hours, and Division of Continuing Education must be enrolled for at least 6 credit hours. Students in the last year of their study term or students who have extended their study term must be enrolled for at least one subject course after the withdrawal of a course.
- Article V** The withdrawals must still be reported in the semester's transcript and the overall transcript of the student, and it will be shown with the word "withdrawal" in the grade column. The credit hours of the withdrawn course shall not be included in the computation of total credit hours completed in the semester.
- Article VI** If a course requiring tuition fee is withdrawn, the fee shall not be reimbursed if it has already been paid. If the fee has not been paid, the student must pay the required fee.

Article VII Matters not covered under these policies shall be handled in accordance with related regulations.

Article VIII These guidelines shall be implemented after being approved by the Academic Affairs meeting; the same procedure applies to the amendments.