

# NATIONAL TAIWAN UNIVERSITY

## Regulations Governing Course Withdrawal

- May 24, 2000 Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 1999–2000
- December 20, 2000 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2000–01
- June 10, 2002 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2001–02
- December 23, 2005 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2005–06
- March 14, 2008 Amended and passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2007–08
- October 11, 2013 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2013–14
- January 8, 2021 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2020–21
- May 27, 2022 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2021-22
- June 2, 2023 Amended and passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2022-23
- October 18, 2024 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2024

Article 1 The National Taiwan University (“the University”) Regulations Governing Course Withdrawal (“the Regulations”) are formulated to assist students who are unable to continue their studies in certain courses with justifiable cause after the end of the course add/drop period.

Article 2 To withdraw from a course, a student shall fill out a course withdrawal application form to be approved by the course instructor and then submit it to the Office of Academic Affairs for processing. However, an exception to this rule may be made for a student in special circumstances with approval from the head of the home department/graduate institute/degree program and the Vice President for Academic Affairs.

Article 3 To withdraw from a course, a student must apply before Friday of the fourteenth week after the classes begin, as scheduled in the academic calendar, at the latest. Petitions for late course withdrawal will not be permitted.

For intensive courses, unless otherwise stipulated by the course, the course withdrawal application must be made in accordance with Article 2 before completion of the course at the latest.

Article 4 Course withdrawals are generally limited to one course per semester and shall be handled in accordance with Article 2. For the need to withdraw from more than one course (the second course or more), a student shall submit a special request form with approval from the course instructor and the home departments/graduate institutes/degree program to the Office of Academic Affairs.

After a course withdrawal, the total number of courses taken per semester by a student must not be fewer than one (including thesis/dissertation).

Article 5 A withdrawn course shall be recorded as “W” (withdrawn) on the student’s semester grade report and the transcript of academic record. The credits for a withdrawn course shall not be counted towards the total credits taken for the semester.

- Article 6 Tuition or credit fees paid in accordance with applicable regulations shall not be refunded for withdrawn courses, and the outstanding balance shall still be paid.
- Article 7 Matters not addressed herein shall be subject to the University's Academic Regulations, as well as other applicable regulations.
- Article 8 The Regulations shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation.