

NATIONAL TAIWAN UNIVERSITY

Regulations Governing Course Withdrawal

May 24, 2000	Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 1999–2000
December 20, 2000	Amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2000–01
June 10, 2002	Amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2001–02
December 23, 2005	Amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2005–06
March 14, 2008	Amended and passed by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2007–08
October 11, 2013	Amended and passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2013–14

- Article 1 The *National Taiwan University* (“the University”) *Regulations Governing Course Withdrawal* (“the Regulations”) are formulated to assist students with justifiable cause who are unable to continue their studies in certain courses 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 home department/graduate institute/degree program and then submit it to the Office of Academic Affairs for processing.
- Article 3 To withdraw from a course, a student must apply one month prior to the start of final examination week, as announced in the academic calendar, at the latest. However, this limit shall not apply to a student with justifiable cause who can have evidence approved by the course instructor, home department/graduate institute/degree program, and Office of Academic Affairs by the start of final examination.
- Article 4 Course withdrawals are limited to one subject per semester. However, this limit shall not apply to a student with justifiable cause who have evidence approved by the course instructor, home department/graduate institute/degree program, and Office of Academic Affairs.
- After a course withdrawal, a master’s or doctoral student shall still be enrolled for at least 1 course (including thesis/dissertation), an undergraduate student for at least 9 credits, an undergraduate student in continuing education for at least 6 credits, and a student in the final year of study or with an extension of study for at least 1 course.
- Article 5 A withdrawn course shall be recorded as “W” (withdrawn) on the student’s semester grade report and transcript of academic record. The credits for a withdrawn course shall not be counted towards the total credits taken for the semester.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 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.