

Rules Governing the Implementation of Course Withdrawal of Wenzao Ursuline University of Languages

Established at the Academic Affairs Meeting on January 5, 2005
Ratified by the President on March 17, 2005
Amended at the Academic Affairs Meeting on March 30, 2005
Ratified by the President on April 2, 2005
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Ratified by the President on November 3, 2016
Amended and approved at the Academic Affairs Meeting on January 29, 2019
Amended and approved at the Academic Affairs Meeting on June 4, 2019
Ratified by the President on July 4, 2019

Article 1 The Rules Governing the Implementation of Course Withdrawal (hereinafter referred to as “the Rules”) are enacted to help students who decide to withdraw from a course after the course selection deadline due to special circumstances.

Article 2 The Rules apply to all students of Wenzao Ursuline University of Languages.

Article 3 A student shall ask for approval and signature from his/her instructor and submit his/her application to the Curriculum Section of the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education), which will review the application for approval to complete the withdrawal procedure. Withdrawal statistics to be kept for future reference are provided to the heads of all units offering courses.

Article 4 A student may apply for course withdrawal after the midterm exam. The exact application date is announced by the Curriculum Section of the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education).

Article 5. Hours of absence from a course to be withdrawn for students studying in a 4-year college program must be under 1/2 of the total class hours; hours of absence from a course to be withdrawn for students studying in a 5-year junior college program must be under 1/3 of the total class hours. Mid-term and final exam weeks are not included in both cases. Students in the Division of Continuing Education are not subject to the rule. A student’s absence record will be cancelled once he/she withdraws from the course.

Article 6 A student can withdraw from a maximum of 2 courses per semester. After withdrawing from a course, a student may take a reduced course load of less than the minimum number of credits with approval (he/she shall apply for exemption according to the Academic Policies). Students extending their studies must take at least 1 course after withdrawal. Students who withdraw from a required year-long course from the fall semester must participate in the course in the spring semester. Students who withdraw from an elective year-long course from the fall semester may not participate in the course in the spring semester.

Article 7 When a student withdraws from a course, the course will be included in his/her transcript for 1 or all semesters with “棄修” or “Withdraw” (in Chinese and English transcript, respectively) in the field “Grade”. No performance for the withdrawn course will count towards the total credits and final grade.

Article 8 No credit fee (tuition) will be returned and unpaid credit fee must still be paid after course withdrawal according to relevant rules.

Article 9 If a student withdraws from a course in the current semester, he/she may not receive a scholarship or grant for academic performance of the current semester.

Article 10 The Rules become effective after being approved at the Academic Affairs Meeting and ratified by the President. Amendments must follow the same procedure.