

National Ilan University Regulations Governing

Course Withdrawal

Passed at the 1st Academic Affairs Meeting in the 1st semester of the 2004 academic year on September 14, 2004

Amended and passed at the 2nd Academic Affairs Meeting in the 1st semester of the 2006 academic year on January 5, 2007

Amended and passed at the 1st Academic Affairs Meeting in the 2nd semester of the 2014 academic year on March 24, 2015

Amended and passed at the 1st Academic Affairs Meeting in the 2nd semester of the 2018 academic year on March 19, 2019

- Article 1 These regulations are formulated to account for students who, due to special circumstances, are unable to continue with their enrollment in some classes for the semester after the deadline to add or drop classes.
- Article 2 Students applying to withdraw shall complete the online application procedures from the 8th week until the end of the 12th week of the semester.
- Article 3 The courses to be taken by students who apply to withdraw from a course shall be determined according to the list of post-withdrawal course selection list printed by the Registry and Curriculum Division.
- Article 4 Only one course may be withdrawn per semester. The number of enrolled credits following a withdrawal may not be fewer than the minimum number of credits to be taken per semester; however, students who have extended their period of study must be enrolled in at least one course after withdrawing.
- Article 5 Withdrawn courses must still be stated on the student's Chinese/English transcripts and marked with a *W* for withdrawn. The credits for the withdrawn course shall not be included in the total number of credits taken that semester.
- Article 6 In the event of withdrawing from a course after paying the required tuition or fees, no refund shall be issued; if the required tuition or fees have not yet been paid, the withdrawal shall not be processed until the outstanding tuition or fees have been paid.
- Article 7 Any matters not addressed in these regulations shall be handled in accordance with the provisions of the university's academic regulations or relevant laws and regulations.
- Article 8 These regulations shall be enforced once passed by the Academic Affairs Meeting