

Shih Chien University Regulations Governing Applications for Course Withdrawal

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2010

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July 5, 2022

- Article 1 Shih Chien University Regulations Governing Applications for Course Withdrawal (hereinafter referred to as "the Regulations") were established to accommodate students who find themselves unable to continue with their enrolled courses past the course withdrawal deadline.
- Article 2 For each semester, the application period for withdrawal from a course is from **the 9th to the 12th week of the academic calendar**.
- Article 3 To suspend an enrolled course, students shall fill out an online application. Once an application for withdrawal has been submitted, it cannot be canceled for any reason during the semester.
- Article 4 Each semester, students may only withdraw from one course, but the number of total credits after withdrawal cannot be less than the minimum number of credits required per semester; deferral students must have a minimum of one course after withdrawal.
- Article 5 Students are not allow to withdraw from intensive courses (which are special courses). Applications which violate this article will be deleted by academic affair unit.
- Article 6 The credits of withdrew courses shall not be calculated into credits taken in a semester, but will still be recorded in a student's Chinese (English) academic transcript, registered as "W" (Withdraw) in the grade column.
- Article 7 The number of absent hours prior to withdrawal shall still be calculated into the semester's total number of absent hours.
- Article 8 Fees (**including tuition and miscellaneous fees**) for withdrawn classes must be paid in accordance to rules. Payment will not be refunded after withdrawal; students that have not made payment must complete payment before they can apply for withdrawal.
- Article 9 Any matters not covered by the Regulations shall be handled in accordance to the University's Academic Regulations.
- Article 10 The Regulations become effective upon approval by the Academic Affairs Committee, and ratification by the University President. Amendments shall follow the same procedure.