

Shih Chien University: Midterm and Final Exam's Leave of Absence Guideline

Amended at the Academic Affairs meeting on March 23, 1999
Amended at the Academic Affairs meeting on February 26, 2002
Amended at the Academic Affairs meeting on March 16, 2004
Amended at the Academic Affairs meeting on May 23, 2006
Amended at the Academic Affairs meeting on July 10, 2006
Amended at the Academic Affairs meeting on May 15, 2007
Amended at the Academic Affairs meeting on December 22, 2015
Amended at the Academic Affairs meeting on April 18, 2017
Amended at the Academic Affairs meeting on June 6, 2017

Article I: These guidelines are established in accordance with our university regulation and related law.

Article II: Students who due to circumstances cannot attend midterm or final exams must follow the procedure listed in the following guidelines to receive a leave of absence.

Article III: Applying for midterm and final exam's leave of absence, the applicant must go through the university activity information technology system. First, print and fill out the leave of absence application form and submit proof of leave documents (which follows the guidelines in article six) to the related department. Second, submit leave of absence form to the Academic Affair Committee. Finally, go back to the university IT system to check if the leave of absence is approved. If approved, the applicant may reschedule the exam.

Article IV: Under special unwarranted circumstances that meet the requirements for article six of the midterms and finals leave of absences guidelines, student needed an emergency leave of absence. Emergency leave of absence applicants must go through the university activity information technology system. First, print and fill out the leave of absence application form and submit the proof of leave documents (which follows the guidelines in article six) to the related department within three days. Second, submit leave of absence form to the Academic Affair Committee. Finally, go back to the university IT system to check if the leave of absence is approved. If approved, applicant may reschedule the exam.

Article V: Rescheduled midterm and final exams may not apply for Leave of Absence.

Article VI: Below are examples of explanations and proof of leave of absence documents for those applying for a leave of absence for a midterm or final exam.

1. Official leave: During students' exam periods, students who due to university or government entity are summoned to attend or work for university business or fulfill a military obligation are unable to attend the exam. Student must submit in advance the given organization's proof of leave of absence documents.

2. Bereavement leave: During student exam periods, students who due to death occurred for his or her immediate family are unable to attend the exam. Immediate family includes parents, brothers, sisters, documented partner, his or her partner's immediate family or step brothers and sisters. Students must either submit a copy of death certificate of deceased or formal funeral, and a note stating his or her relation with the deceased.
3. Maternity leave: Students who due to pregnancy, childbirth or miscarriage are unable to attend the exam. Student must submit a doctor's note.
4. Hospice leave: Students who due to medical sickness diagnosis to be treated at the hospital. Students must submit a doctor's note.
5. General medical leave: On the day of exam, students who due to medical sickness are unable to attend the exam. Students must have one of the following as proof: a registration receipt or payment receipt of a national health insurances licensed hospital, a written statement from the university medical team or testing faculty or a two day advance doctor's note stating that the student needed medical leave for resting.
6. Menstrual leave: female students who due to their menstrual cycle having difficulty attending the exam, each month female students are allowed to have one day of menstrual leave. Students must provide a document approved three weeks before the exam day that students had not taken any menstrual leave as proof of leave.
7. Others: Any other not mentioned above special unwarranted circumstances, all are documented as personal leave, and providing all circumstantial documents as proof of leave are necessary.

Article VII: Reschedules exam grades must be calculated as follows:

1. Students who took an official leave, bereavement leave, maternity leave and/or a hospice leave will be graded as the point average system given.
2. Students who took any approved leave that are not mentioned above will be graded down by 20 percent of the point average system given.

Article VIII: If any submitted proof of leave of absence documents were falsified or forged, students will be marked as absent, and he or she must be reported to the Academic Affairs Office.

Article IX: These guidelines become effective upon approval by the Academic Affairs Committee, ratification by President of the University. Amendments shall follow the same procedure.