

Chung Yuan Christian University (CYCU)

Course Withdrawal Policies and Procedures

March/11, 2004. Passed by the 1st Academic Affairs Meeting, spring semester, Academic Year 2003-2004.
October/19, 2004. Revise by the 1st Academic Affairs Meeting, fall semester, Academic Year 2006-2007.
March/20, 2004. Revise by the 1st Academic Affairs Meeting, spring semester, Academic Year 2007-2008.
October/14, 2009. Revise by the 1st Academic Affairs Meeting, fall semester, Academic Year 2009-2010.
January/15, 2013. Revise by the 3rd Academic Affairs Meeting, fall semester, Academic Year 2012-2013.
Amended by August/25th, 2016, Official Letter No. 1050002657 (Yuan-Mi-Tzu)
Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2017, on Jan. 19, 2018.
Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2019, on Sept. 20, 2019.
Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2021, on March 23, 2022.
Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2023, on July 17, 2024.

- Article 1 These policies and procedures are related to students who cannot continue to study certain courses for reasons beyond their control after the deadline for adding and dropping courses. They have been adopted in accordance with Article 12 of the *CYCU Academic Policies*.
- Article 2 Students applying to withdraw from courses should go online to fill in the application forms for withdrawal. The application forms should be done in the 10th to 14th weeks of the semester. Only graduating classes need to submit the forms in the 9th to 10th weeks of the second semester. After the withdrawal is accepted, the CYCU Office of Academic Affairs will announce the results to the instructors and the class teachers.
- Article 3 A maximum of two (2) subjects may be withdrawn from each semester. The total credits of courses taken should not be less than the minimum credits in accordance with the policies of CYCU. Students who suffer from serious illness, injury, significant domestic misfortune, or who are special needs students should attach the reports and certificates to the application forms. Besides, the total credits of courses taken should not be less than the minimum credits, subject to the approval of the chairman of the student's department and the Dean of Academic Affairs. Those whose credits are less than the minimum credits would be approved by The Holistic Education Committee if identified. Students should take at least one course a semester, or students should apply to take a temporary leave.
- Article 4 Opening-course units that offer courses should state what courses may not be withdrawn from, which must be approved by the head of that department and then submitted to the CYCU Office of Academic Affairs.
- Article 5 Opening course which stated that it could not be withdrawn, then students could not apply to withdraw from that course.

- Article 6 In accordance with policies, fees for subjects that have been withdrawn after being withdrawn from after tuition and miscellaneous expenses have been paid are non-refundable.
- Article 7 After applications for withdrawal have been approved, the credit of that course will not be counted in that semester. However, the course will still be recorded in the semester and full academic transcript, the score of that course will be recorded as “W” in transcript fields.
- Article 8 All other relevant matters not covered in these policies and regulations shall be governed by the relevant policies and regulations of CYCU.
- Article 9 After approval by the CYCU of Academic Affairs, the implementation of these policies will be announced by the president of CYCU, as well as amendments to these policies.