

National Taipei University of Education

“Implementation Guidelines for Application to Withdraw from Courses”

Approved by the 2011 academic year 1st Semester 2nd Academic Affairs Meeting on January 4, 2012
Revised and approved by the 2012 academic year 2nd Semester 1st Academic Affairs Meeting on March 20, 2013
Revised and approved by the 2014 academic year 2nd Semester 2nd Academic Affairs Meeting on June 3, 2105
Revised and approved by the 2016 academic year 1st Semester 1st Academic Affairs Meeting on October 19, 2016
Revised and approved by the 2019 academic year 2nd Semester 1st Academic Affairs Meeting on April 8, 2020

- I. The university drafts these implementation guidelines for special situations preventing students from continuing with the class after the deadline for adding or dropping classes has passed.
- II. Students applying to withdraw from a course must fill out a course withdrawal application form. Day students should submit the application form to the Office of Academic Affairs. Students in continuing education programs should submit their forms to the College of Continuing Education.
- III. Students intending to withdraw from courses should submit their applications during the 13th and 14th weeks of the semester as mandated on the university calendar.
- IV. Limitations on the number of withdrawn courses and academic credits are as follows:
 - i. Undergraduate program: The number of withdrawn courses by freshmen, sophomores, and juniors are limited to one-third of the minimum required credits for the specific year level per semester (rounded to the nearest whole number). The number of withdrawn courses by seniors are limited to two courses per semester. This is not applicable to students on extended academic stay.
Students should take at least one course in the university, after deducting the credits of the withdrawn courses.
 - ii. For day graduate students, the minimum required credits taken after deducting the academic credits of the withdrawn course are to be determined by individual departments (graduate schools, degree programs).
 - iii. For master’s students in continuing education programs, the number of academic credits taken after deducting the credits of withdrawn courses should not be less than the minimum mandated in Article 4 of the “Course Selection Method for In-Service Master Class Students” and by the department (graduate school, degree programs).
 - iv. Students who have already applied for summer courses may not apply for course withdrawal.

- V. Withdrawn courses are still required to be recorded on the semester transcript and school year transcript with “withdrawn” written in place of a score. Academic credits for the withdrawn course will not be counted towards the total number of academic credits earned for that semester.
- VI. Students who apply for withdrawing from courses after paying the tuition and miscellaneous fees (basic tuition and miscellaneous fees) and credit fees shall forfeit all prior payments. Those who have not paid will still be required to do so.
- VII. Any issue not covered in these guidelines shall be carried out in accordance with the University Regulations.
- VIII. These Guidelines have been approved by the Academic Affairs Meeting and implemented following approval by the University President.