

Guidelines for Course Withdrawal Application

Approved by the first session of the Academic Affairs Committee in the Academic Year 2009/2010 on September 29, 2009

Approved by the second session of the Academic Affairs Committee in the Academic Year 2013/2014 on May 28, 2014

Approved by the second session of the Academic Affairs Committee in the Academic Year 2016/2017 on May 31, 2017

Approved by the second session of the Academic Affairs Committee in the Academic Year 2017/2018 on Dec 27, 2017

1. These guidelines are established for the purpose of handling cases in which students are unable to continue the study of a course after the adding/dropping course period has ended.
2. When requesting the course withdrawal, the student must complete the course withdrawal application form and submit it to the Curriculum Division of Office of Academic Affairs after obtaining approval from the course instructor, advisor, and the heads of the student's department (institute) and course-offered department (institute).
3. This application should be submitted in person. Please complete the application form from week 10 to week 12 as stipulated in National Dong Hwa University Academic Calendar.
4. Students are allowed to withdraw "only one" course each semester. After the course withdrawal, total credits of the semester must not be less than the credit requirements per semester regulated by the student's departments and degree programs.
5. The withdrawal must still be reported in the transcript of the semester and the overall transcript of the student, and it will be shown with the word "withdrawal" (W) in the grade column. The credit hours of the withdrawn course shall not be included in the computation of total credit hours completed in the semester.
6. If a course requiring tuition fee / music instruction fee / keyboard maintenance fee / experimental fee / practice fee / material fee is withdrawn, the fee shall not be reimbursed. If the fee has not been paid, the student must pay the required fee.
7. Matters not covered under these guidelines shall be handled in accordance with other related regulations.
8. These guidelines shall be implemented after being approved by the Academic Affairs Committee and the President.