

# Regulations for Courses Withdrawal by Students at I-Shou University

Ratified by the President on April 16, 2000

Amendments adopted on March 28, 2001 at the 1<sup>st</sup> meeting of University Academic Council at the 2<sup>nd</sup> semester of the academic year 2000

Amendments adopted on July 9, 2003 at the 2<sup>nd</sup> meeting of University Academic Council at the 2<sup>nd</sup> semester of the academic year 2002

Amendment adopted on August 16, 2006 at the 1<sup>st</sup> meeting of University Academic Council at the 1<sup>st</sup> semester of the academic year 2006

Amendments to Articles 3, 6 and 7 ratified and promulgated by the President on April 16, 2012

Amendments to Articles 3 and 4 adopted by the University Administration Council on June 20, 2018 and ratified and promulgated by the President on June 25, 2018

- Article 1 The Regulations for Course Withdrawal by Students at I-Shou University (hereinafter referred to as “the Regulations”) are made to serve students who need to drop courses after the end of course add/drop period because of special reasons.
- Article 2 Students shall file an online application for course withdrawal in person by a given deadline in accordance with the University’s academic calendar.
- Article 3 Students admitted to the University in or before Academic Year 2017 shall take at least one course every semester even after they apply for course withdrawal.  
Students admitted to undergraduate programs in or after Academic Year 2018 shall take at least nine credits every semester from the first to third academic year and at least one course every semester in the fourth academic year and during the extension of the prescribed duration of study even after they apply for course withdrawal.  
Students enrolled at the School of Chinese Medicine for Post Baccalaureate shall take at least nine credits every semester from the first to fourth academic years and at least one course every semester in the fifth academic year and during the extension of the prescribed duration of study even after they apply for course withdrawal.  
Students admitted to postgraduate programs in or after Academic Year 2018 shall take at least one course every semester even after they apply for course withdrawal.

- Article 4 Courses withdrawn by students shall be clearly stated in the academic transcript, and the credits of such courses are excluded from the total credits taken by students for the semester.
- Article 5 Once the tuition (credit fees) has been paid, no fee refund is granted after course withdrawal; those who haven't paid the fees shall still pay for the courses.
- Article 6 Matters not mentioned herein, if any, shall be subject to the Academic Rules of I-Shou University and other applicable laws and regulations.
- Article 7 The Regulations become effective on the third day of promulgation after being adopted by the University Academic Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*