

# University of Taipei Guidelines for Course Withdrawal for Undergraduates

Approved in the 1st Academic Affairs Meeting in the 1st semester of 2013 Academic Year on September 17, 2013.

1. The following guidelines have been established by University of Taipei (hereinafter referred to as "the University") for students who are under special circumstances and thus unable to continue certain courses.
2. Students who want to withdraw courses shall apply within the two weeks (holidays included) after the end of midterm week.
3. Students can only withdraw one course in one semester. After they withdraw the course, credits they take in the semester shall not fall below the minimum of required credit. Students who extend the term of study shall at least take one course after withdrawing one.
4. Courses withdrawn shall appear on the transcript for the semester and all semesters and be registered as "Withdrawn." Credits of the withdrawn courses shall not be counted as credits taken in the semester.
5. Students withdrawing courses that require credit fees (tuition fees) shall not be reimbursed. Students who have not pay the required fees shall pay the fees.
6. Students shall not withdraw courses only registered by the minimum number of students.
7. Matters not specified in the Guidelines shall be handled in accordance with University of Taipei Regulations and other relevant regulations.
8. The guidelines have been approved by an Academic Affairs Meeting and implemented after promulgated by the President of the University.