

文藻外語大學課程棄修實施規定

94年1月5日教務會議訂定
94年3月17日校長核定
94年3月30日教務會議修訂
94年4月2日校長核定
96年1月2日教務會議修訂
96年4月17日教務會議通過
96年5月8日校長核定
99年5月3日教務會議修訂
99年5月25日校長核定
102年7月29日教務會議修正通過
102年8月30日校長核定
103年5月27日教務會議修訂通過
103年6月26日校長核定
103年10月14日教務會議修訂通過
103年11月12日校長核定
105年10月4日教務會議修訂通過
105年11月3日校長核定
108年1月29日教務會議修訂通過
108年6月4日教務會議修訂通過
108年7月4日校長核定

- 第一條 為顧及學生於選課截止後，因特殊情形無法繼續修習課程，特訂定棄修實施辦法。
- 第二條 本規定適用全校學生。
- 第三條 學生棄修申請經任課教師簽核並經教務處課務組（進修部教務組）審核通過後，即完成申請程序；棄修相關統計資料將提供各開課單任主管存參，以作為下次開課之參考依據。
- 第四條 學生得於期中考後辦理棄修，確實日期依教務處課務組（進修部教務組）公告為主。
- 第五條 大學部學生棄修科目之缺課時數須未達實際授課總時數二分之一，專科部學生棄修科目之缺課時數須未達實際授課總時數三分之一，均不含期中考試週與期末考試週，進修部學生不受此限；棄修後註銷其勤缺紀錄。
- 第六條 棄修科目每學期以二科為限，棄修後之修課總學分若少於最低應修學分數者（依學則規定應提出申請），經核准後得不受限，惟延修生棄修後修習科目不得少於一科。學年必修課上學期棄修後，下學期仍須繼續修習；學年選修課上學期棄修後，下學期不得繼續修習。
- 第七條 棄修之科目需登記於該學期成績單及歷年成績單內（中英文），成績欄以「棄修」、「Withdraw」登錄，但不列入學分及成績計算。
- 第八條 課程棄修後，學分費（學雜費）不退還，未繳交者，仍應依規定補繳。
- 第九條 學生當學期若有棄修科目者，不得領取與當學期學業成績相關之獎助學金。
- 第十條 本辦法經教務會議審議通過後，陳請校長核定後公布實施，修正時亦同。

Regulations Governing Withdrawal from Courses

Amended and approved at the Academic Affairs Meeting on January 29, 2019

Amended and approved at the Academic Affairs Meeting on June 4, 2019

Ratified by the President on July 4, 2019

- Article 1 The Rules Governing the Implementation of Course Withdrawal (hereinafter referred to as “the Rules”) are enacted to help students who decide to withdraw from a course after the course selection deadline due to special circumstances.
- Article 2 The Rules apply to all students of Wenzao Ursuline University of Languages.
- Article 3 A student shall ask for approval and signature from his/her instructor and submit his/her application to the Curriculum Section of the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education), which will review the application for approval to complete the withdrawal procedure. Withdrawal statistics to be kept for future reference are provided to the heads of all units offering courses.
- Article 4 A student may apply for course withdrawal after the midterm exam. The exact application date is announced by the Curriculum Section of the Office of Academic Affairs (the Academic Affairs Section of the Division of Continuing Education).
- Article 5 **Hours of absence from a course to be withdrawn for students studying in a 4-year/2-year college program must be under 1/2 of the total class hours; hours of absence from a course to be withdrawn for students studying in a 5-year junior college program must be under 1/3 of the total class hours. Mid-term and final exam weeks are not included in both cases. Students in the Division of Continuing Education are not subject to the rule. A student’s absence record will be cancelled once he/she withdraws from the course.**
- Article 6 **A student can withdraw from a maximum of 2 courses per semester.** After withdrawing from a course, a student may take a reduced course load of less than the minimum number of credits with approval (he/she shall apply for exemption according to the Academic Policies). Students extending their studies must take at least 1 course after withdrawal. Students who withdraw from a required year-long course from the fall semester must participate in the course in the spring semester. Students who withdraw from an elective year-long course from the fall semester may not participate in the course in the spring semester.
- Article 7 When a student withdraws from a course, the course will be included in his/her transcript for 1 or all semesters with “棄修” or “Withdraw” (in Chinese and English transcript, respectively) in the field “Grade”. No performance for the withdrawn course will count towards the total credits and final grade.
- Article 8 No credit fee (tuition) will be returned and unpaid credit fee must still be paid after course withdrawal according to relevant rules.
- Article 9 If a student withdraws from a course in the current semester, he/she may not receive a scholarship or grant for academic performance of the current semester.
- Article 10 The Rules become effective after being approved at the Academic Affairs Meeting and ratified by the President. Amendments must follow the same procedure.