

Wenzao Ursuline University of Languages

Regulations Governing Withdrawal from Courses

Rules Governing the Implementation of Course Withdrawal of Wenzao
Ursuline University of Languages

Established at the Academic Affairs Meeting on January 5, 2005

Ratified by the President on March 17, 2005

Amended at the Academic Affairs Meeting on March 30, 2005

Ratified by the President on April 2, 2005

Amended at the Academic Affairs Meeting on January 2, 2007

Approved at the Academic Affairs Meeting on April 17, 2007

Ratified by the President on May 8, 2007

Amended at the Academic Affairs Meeting on May 3, 2010

Ratified by the President on May 25, 2010

Amended and approved at the Academic Affairs Meeting on July 29, 2013

Ratified by the President on August 30, 2013

Amended and approved at the Academic Affairs Meeting on May 27, 2014

Ratified by the President on June 26, 2014

Amended and approved at the Academic Affairs Meeting on October 14, 2014

Ratified by the President on November 12, 2014

Amended and approved at the Academic Affairs Meeting on October 4, 2016

Ratified by the President on November 3, 2016

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

Amended and approved at the Academic Affairs Meeting on December 22, 2020

Ratified by the President on January 15, 2021

Amended and approved at the Academic Affairs Committee Meeting on October 14, 2025

Ratified by the President on November 8, 2025

- 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 Division of Continuing Education Affairs, Office of Continuing and Extension 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 Division of Continuing Education Affairs, Office of Continuing and Extension Education**).
- Article 5 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 6 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 7 No credit fee (tuition) will be returned and unpaid credit fee must still be paid after course withdrawal according to relevant rules.
- Article 8 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 9 The Rules shall take effect from the date of promulgation following approval by the Academic Affairs Committee and ratification by the President. Any amendments shall be promulgated and take effect following the same procedure.