

**NATIONAL TAIWAN OCEAN UNIVERSITY**  
**REGULATIONS GOVERNING MID-TERM COURSE WITHDRAWAL**

Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2004/05 on Nov. 18, 2004  
Promulgated pursuant to the NTOU Order No. 0930011980 on Dec. 24, 2004  
Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2007/08 on Sep. 20, 2007 (Amendment of Articles 2 and 3)  
Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2007/08 on Dec. 18, 2007 (Amendment of Article 8)  
Approved for amendment in the First Meeting of the Academic Affairs Committee in the Second Semester of Academic Year 2007/08 on March 27, 2008 (Amendment of Articles 2 and 3)  
Promulgated pursuant to the NTOU Order No. 0970005891J on June 5, 2008

Article 1

The Regulations are enacted in an effort to provide guidance to students who wish to withdraw from some courses in the mid-semester after deliberated consideration about conditions of their own study.

Article 2

Students applying for withdrawal of the mid-term course to the Division of Registration and Curriculum must complete their application procedures before the eleventh week after the classes begin. Students of the continuing and extension education programs should file their applications to the Division of Continuing and Extension Education.

Article 3

A student applying for a course withdrawal should submit the application form to the Division of Registration and Curriculum for registration after obtaining the consent of the course instructor and the department head or the director of the graduate institute; a student of the continuing and extension education programs should submit the application form to the Division of Continuing and Extension Education. Failure to process the registration within the given deadline does not constitute a course withdrawal in the mid-term.

Article 4

A course withdrawn by a student in the mid-term will remain on the student's official transcript of the semester with the designation of "W."

Article 5

A student may apply for mid-term course withdrawal for up to two courses each semester, and the credits of the withdrawn courses will not be included in the total credits taken in that semester.

Article 6

After a student applies for a course withdrawal in the mid-term, the total credits taken

in the semester should still meet the requirement of the minimum credits prescribed for each semester.

Article 7

The credits fees for the course withdrawal in the mid-term are not refundable.

Article 8

The Regulations are enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of the National Taiwan Ocean University.

**Note : The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.**