

National Taiwan Normal University
Department of Chinese as a Second Language
Guidelines Governing Course Withdrawal Applications by Students

2021.01.08 Passed during the 5th Department Affairs Meeting, 1st Semester, Academic Year 2020–21

- Article 1 These *Guidelines* have been formulated in accordance with National Taiwan Normal University's (NTNU, or "the University") *Regulations Governing Course Withdrawal Applications by Students*.
- Article 2 Students in the Department who wish to withdraw from a course shall submit an application within the application period stipulated by the University.
- Article 3 Students in the Department may not withdraw from more than three credits worth of courses per semester, except under extraordinary circumstances and with the approval of their respective advisor, supervisor, or the Department Chair.
- Article 4 Students in the Department must still be enrolled in at least nine credits worth of courses for the semester after their withdrawal application is processed, except students graduating in the current semester, who must still be enrolled in at least one course. Students who have extended their period of study, master's and doctoral students, and students with extraordinary circumstances may be exempted from the preceding limitation with the approval of the Department Chair.
- Article 5 Matters unaddressed herein shall be subject to the University's *School Regulations* and other applicable regulations.
- Article 6 These *Guidelines* shall be implemented upon passage by the Department Affairs Meeting. The same shall apply to any amendments hereto.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.