

# Ming Chuan University Procedures for Post-midterm Course-reduction Application

Passed at the Academic Affairs Committee Meeting on March 26, 2012

Passed at the Academic Affairs Committee Meeting on May 15, 2014

- Article 1 These procedures are established for students who perform poorly on their midterm examinations to have a chance to re-examine their self-learning and adjust their course load, and to deal with those who have not completed payment of fees.
- Article 2 Students who fail less than one-third of their course credits in the midterm exam may apply to drop one course; those who fail more than one-third but less than half of their course credits may apply to drop no more than two courses; those who fail half of their course credits may apply to drop no more than three courses.
- Article 3 Students who apply for course-reduction must be counseled by the class advisor and should apply for the course-reduction application online in that current semester within the required application deadline set by the Academic Affairs Division. Once the student clicks on 'confirm' to submit the online application, it will be processed by the Academic Affairs Division.
- Article 4 After the course-reduction application is approved, students cannot cancel or request any revisions to the application. No refunds are made for the courses being dropped.
- Article 5 Students who wish to apply for course-reduction due to special situations need to provide relevant proof and reason to be reported as a special case to the Integrated Student Counseling Committee. The course-reduction request is granted upon approval by the Committee.
- Article 6 For students who do not complete the credit hour tuition payment for certain courses before the deadline, those courses will be treated as course-reduction courses by the Academic Affairs Division and will be calculated into the total number of course-reduction courses.
- Article 7 A semester's total credits must not fall below the minimum credits required for full-time enrollment after the course reduction, in accordance with the General Provisions for Study.
- Article 8 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented.

*\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\**