

Ming Chuan University Procedures for Course-reduction Application

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

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

Revised and Passed at the Academic Affairs Committee Meeting on May 4, 2023

Revised and Passed at the Academic Affairs Committee Meeting on November 28, 2024

- 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 should apply for course-reduction during week 14 of the current semester from Course Withdrawal under the Course Information tab within the Student Information System. The deadline to confirm and submit the online application is 4 pm of Friday of week 14, as all applications will be processed jointly by the Academic Affairs Division.
- Article 3 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 4 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 5 In accordance with the General Provisions for Study, a semester's total credits must not fall below the minimum credits required for full-time enrollment after the course reduction.
- Article 6 Students who, due to special situations need to apply for course-reduction, should 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. The course credits are not restricted to 9 credits, yet such students must remain enrolled in at least 1 course.
- Article 7 Upon being passed by the Academic Affairs Committee and approved by the president, these regulations were announced and implemented. Any revision must follow the same procedures.

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