

TKU Guidelines for Student Withdrawal from a Class after the Midterm Exam

Secretariat Regulation No.1090000016 (06/23/2020)

1. In consideration of students who after taking the midterm exam and due to special circumstances are unable to continue taking a class, "TKU Guidelines for Student Withdrawal from a Class after the Midterm" are formulated; hereafter abbreviated "these guidelines".
2. A student who wants to withdrawal from class after the midterm exam should follow the TKU academic calendar on the 13th week of each semester, by entering the university's official website to complete his/her withdrawal; any withdrawal application filed after the deadline will be unacceptable.
3. A student is allowed to drop two courses at most after the midterm exam of each semester. The dropped courses will be listed on the academic record hereafter with a note of "Study Suspension" but not included in the total credits of that semester.
4. Students whose duration of study has been extended, master students, and doctoral students who withdraw from a class/classes after the midterm exam should still be registered for at least one class (including thesis) that semester. Freshmen, Sophomore, Juniors, and Seniors of the architecture department who withdraw from a class/classes after the midterm exam should still be registered for a total of at least twelve credit hours for the semester. Seniors and the fifth-year architecture department students who withdraw from a class/classes after the midterm exam should still be registered for at least nine credit hours for the semester.
5. Based upon regulations, students should still pay their credit fees (course tuition and miscellaneous fees, computer and internet use fees, language practice fees) for classes after midterm exam class withdrawal. Those who have already paid will not be refunded; those who have not yet paid should do so.
6. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.