

CYCU Instructions Regarding Suspension from Examinations

March 19, 2019. Passed by the 4th Academic Affairs Meeting, spring semester, Academic Year 2018–2019.
 August 27, 2019. Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2019–2020.
 December 7, 2022. Revised by the 12th Academic Affairs Meeting, fall semester, Academic Year 2022–2023.

- A. In order to clearly define course weeks standards so that teachers may use them as a reference in calculating student absence hours, which lead to suspension from examinations, this Instruction is established in accordance with Article 23 of the Taiwan University Act Enforcement Rules and Article 27 and Article 28 of CYCU Academic Policies.
- B. According to Article 23 of the Taiwan University Act Enforcement Rules, students who have taken 18 course-hours shall be accredited with one credit.
- C. According to Article 27 and Article 28 of CYCU Academic Policies, students encountering the following situations in any one subject shall be suspended from examinations, and shall receive a score of 0 as their semester grade. However, official leaves and funeral leaves will not be listed as absence hours. For students whose truancy absenteeism reaches one-ninth of the total class hours in a semester or whose absences amount to one-third of total class hours in a semester.
- D. Definition of truancy and absence from class: Students who are absent from class without taking leave shall be regarded as truant, and absences from class with leave shall be regarded as absent. Absence hours include both truancy and absences with leave.
- E. Definition for total weeks that examination suspension shall be calculated from 18 weeks account for one credit, and total course hours shall be the accumulation of that in 18 weeks, while 14 weeks shall be the standard for graduation class.
- F. Example on standard hours for examination suspension: For a 2-credit course over an 18 week period, the total hours shall be an accumulation of 36 hours (18 weeks*2).

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| When truant hours account for one-ninth of total hours | When absent hours account for one-third of total hours (Absence hours include both truant hours and absences with leave) |
| 4 hours (36 hours/9); When the student’s truant hours exceed four hours, they meet standards for examination suspension. | 12 hours (36 hours/3); When the student’s absent hours reach 12 hours, they meet the standards for examination suspension. |

- G. Students may inquire for information on examination suspension through iTouch 12 days before the examination week; instructors must submit the examination suspension notice 14 days before examination week at the latest. Example: if the first day of examination week is June 17th (Monday), please submit the examination suspension notice before June 3rd (Monday) at the latest.
- H. The teaching evaluation questionnaires conducted by students suspended from examination shall not be included in course statistics.