## **Procedure for Instructors to Check Student Course Withdrawal**

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According to the article 2 in the CYCU Course Withdrawal Policies and Procedures: Students applying to withdraw from courses should go online to fill in the application forms for withdrawal. The application forms should be done in the 10th to 14th weeks of the semester. Only graduating classes need to submit the forms in the 9th to 10th weeks of the second semester. After the withdrawal is accepted, the Director of Curriculum and Registration Division will announce the results to the instructors and the class teachers.

Instructions of steps for course suspension inquiring by the instructor:

- 1. The inquiring website: CYCU homepage/log in the I-TOUCH/teaching/Course List
- 2. Click the Course List

