

# 【 Graduation Exam Deduction Notice 】

**Please submit to the course registration office 14 days before the exam week to facilitate posting and student inquiry operations. Thank you.**

Courses Taught by Myself					
Department	Department: Class:	Subject Name		Subject Code	

The students listed in the attached table, during the \_\_\_\_ academic year, in the \_\_\_\_ semester, have been absent for one-ninth of the total class hours (or: have exceeded one-third of the total class hours). Please impose the penalty of deducting the exam for this subject, and the grade for that particular subject course shall be zero. Sincerely,

Academic Affairs Office, Curriculum and Registration Division

Signature: \_\_\_\_\_

Date:

## **\*\*Filling out Instructions:\*\***

1. Teachers are requested to provide detailed records of student absences in the table below.
2. If the dates on the approved leave form match the dates of absence, they should not be counted as absences.
3. In cases where a teacher fails to fill in the absence dates or provides incorrect information if submitted to this office, it is understood that the exam will be deducted. If a student raises objections, the teacher will be responsible for resolution.
4. Deductions should be processed when students violate rules or, at the latest, 14 days before the exam week. Please cooperate to avoid delays in processing deductions.
5. Referring to Articles 27 and 28 of the CYCU Academic Policies, deductions may be applied in the following situations:
  - ★If any students in a semester course, without leave of absence, miss one-ninth or more of the total number of class hours for the semester course; Or the number of hours absent exceeds one-third of the total class hours for the entire semester, he or she will not be allowed to take the mid-term or final exams for the course and the grade for such course shall be zero. However, the above conditions do not apply to the students taking leave of absence due to official leave or bereavement leave.  
【Class hours: The total class hours are calculated by multiplying the number of weeks in the semester (18 weeks) by the number of hours per week for the respective subject.】
6. For any other matters not covered herein, please refer to the National Chung Yuan University Guidelines for Exam Deductions.

