Course Withdrawal Application	Please confirm the course withdrawal information and fill in the reason, then save and print a hard copy After obtaining permission from the course instructor and home department chairperson, submit the form to the Curriculum Division

Application Form → Send out → Print out → Gain approval → Submit to Curriculum Division → **Finished**

Application procedure: Login to the Student Portal 【Course Registration Results】→select 【Apply for Withdrawal】→Save and submit→Print barcode application form→Obtain permission from course instructor and home department chairperson→Bring the completed form to the Curriculum Division counter for processing→Confirm course withdrawal online.

※After the error correction deadline of 10/01/2026 (Thursday)09:00 has passed, a course withdrawal application is required.

※2026 Fall Semester course withdrawal deadline: Day Division: 11/30/2026(Mon) 17:00
SOCE: 11/30/2026(Mon) 21:30

Notes:

1. Students cannot withdraw from a course without a valid reason. Only after obtaining permission from both the instructor and the home department chairperson can students apply for course withdrawal.
2. Students should consider the time required for processing the application. The withdrawal application form must be submitted to the Office of Academic Affairs. Late submissions will not be accepted for ANY reason.
3. Course withdrawal is limited to one course per semester (the first course registered in the course withdrawal system). The title of the course will still be listed in the semester grade report and the academic transcript, but a W (withdrawal) will be recorded in the grade column. The credit hours of the withdrawn course will not be counted in the total credit hours of that semester.
4. After a course is withdrawn, undergraduates require a minimum of 9 total credit hours for that semester, and undergraduate students in the SOCE require at least 6 total credit hours. In addition, after withdrawal, graduate students in both Master's and doctoral programs must still take at least one course in the final year of their studies, as do undergraduate students who have requested an extension of the time limit for degree completion.
5. Even though a course is withdrawn, the credit fees (including tuition or other expenses) paid for the course under the regulations cannot be refunded. Students who have not paid the credit fees must still pay any outstanding fees.
6. Students who have withdrawn courses are not eligible for the FJCU Academic Excellence Award.