

CJCU Student Leave of Absence from Exam and Makeup Exam

Regulations

Approved on August 18, 1992, by the 14th University Affairs Meeting of Semester 1.

Reviewed and approved on June 8, 2010, by the End-of-Semester Academic Affairs Meeting of Academic Year 2009 Semester 2.

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- Article 1 : The Student Leave of Absence from Exam and Makeup Exam Regulations (hereinafter referred to as the Regulations) are formulated in accordance with the CJCU Constitution to clearly govern matters pertaining to students' leave of absence from exams and makeup exams.
- Article 2 : During scheduled exams, students may apply for leave of absence for the reason of official leave, sick leave, maternity leave, bereavement leave, or force majeure. Prior to the "exam in a particular course", students may apply for leave of absence in accordance with the CJCU Student Leave Application Regulations and provide relevant supporting documents. Students shall complete the CJCU Midterm/ Final Exam Leave of Absence and Makeup Exam Application Form, obtain the approval of the course instructor and the supervisor of the course offering unit to take a makeup exam and submit the approved application to the Registration and Curriculum Section of the Office of Academic Affairs for filing.
- Article 3 : Students who are unable to apply for leave of absence due to sudden illness or accident shall have their parents (or relative or friend) notify their course instructor, their department (institute, center, program), and the Registration and Curriculum Section of the Office of Academic Affairs on the same day, and submit a formal application and relevant documents within three days to complete the leave of absence procedure.
- Article 4 : Students applying for leave of absence from an exam shall complete the leave of absence procedure within the deadline. Students who fail to do so shall be regarded as absent from the exam and given an absenteeism score of zero for that course exam.
- Article 5 : Makeup exams shall be taken before the grades turn-in deadline and may be independently handled by the course instructor according to the situation.

Article 6 : Students taking a makeup exam for any reason shall complete the makeup exam within the deadline specified by the course instructor. Those who fail to take the makeup exam shall be given a score of zero for that course exam.

Article 7 : The makeup exam grade for those who applied for official leave, sick leave, maternity leave, or bereavement leave shall be scored according to their actual score in the makeup exam. For undergraduate and graduate students, the makeup exam grade of those on an approved personal leave of absence shall be 70 points if their makeup exam score is 70 points or above. For those who scored less than 70 points, their grade shall be based on their actual score in the exam.

Article 8 : These Regulations are implemented upon the approval of the Academic Affairs Meeting and the University President; likewise, any amendments.