

Course Withdrawal(W) Notice for Undergraduates in Spring semester 2023

- This is the guideline for the course withdrawal period & method for undergraduates of 2023 Spring semester. Students who wish to withdraw courses, please withdraw within the designated period. **Course withdrawal is unavailable after that period.**

Make sure to check out a record of deleted course as well as to keep the final result.

- The withdrawal–approval–result will be notified through mobile APP 「[부산대학교 스마트캠퍼스 앱\(PNU Smartcampus APP\)](#)」. (The notice will be sent when ‘Dept. of Educational Affairs’ approves the withdrawal.) So please download the APP if you wish to receive the notice. (Students must log-in after downloading APP to receive the notification.)

1 Period : 2023. 3. 30.(Thu) 9:00 ~ 4. 5.(Wed) 18:00

2 Subject Students : Undergraduates (Includes students from other schools)

※ Course withdrawal is unavailable for students in the certain department under flunk system. (Department of Medicine)

**3 The Number of Courses students can withdraw :
within 2 courses**

The remaining credits registered after the withdrawal(W) must be at least 12 credits or more (Students in 7th semester or more must be taking 1 credit or more) .

☞ It is not allowed for students to drop the course whose remaining credit becomes less than 12 credits after withdrawal(W). (Students who are in 7th semester : must register more than 1 credit)

**4 How to : [학생지원시스템\(Onestop\)](#) - 수업(Classes) - 수강취소정규/계절
Course Withdrawal[Regular/Vacation] - 수강취소[Course withdrawal] [\[Link: 바로가기\]](#)**

A. If the reason for withdrawal(W) is inappropriate, the withdrawal can be rejected.

B. Withdrawal Procedure Schedule

Division	The dept. in charge	Schedule	Progress/Result Confirmation Menu
1 st Confirmation	Affiliated Dept.	Apr. 6.(Thu) ~ 7.(Fri)	학생 지원 시스템 (Onestop) – 수업 (Classes) – 수강취소(정규/계절) Course Withdrawal (Regular/Summer · Winter) – 수
2 nd Confirmation		Apr. 7.(Fri) ~ 10.(Mon)	
Final Confirmation	Dept. of Educational Affairs	Apr. 11.(Tue)	강취소 (Course Withdrawal)
Result Confirmation	Students	Apr. 12.(Wed)	학생 지원 시스템 (Onestop) – 수업 (Classes) – 수강신청및확인 (Course Registration & confirmation) – 수강 확인 (Course Registration Result)

5 Notes

A. When a students applies for ‘course withdrawal’, the student will be excluded from the candidate of ‘Credit Transfer(학점이월제)’ for the next semester.

* (Credit Transfer : 학점이월제) When a student register less credits than registerable credits, and some credits are remaining from the previous semester, the student can transfer up to 2 credits to the next semester, and use this extra credits for course registration(only 1 time).

※ Students with outstanding academic performance(성적우수자) can get additional 3 credits in the next semester even if some courses are withdrawn.(under the condition that earned credits are more than 18, and the total GPA is over 3.8)

B. Withdrawn courses will not be listed on th academic transcript and are excluded from grade evaluation, credit acquisition, and GPA calculation.

C. Adding course registration after the course withdrawal period or taking back course withdrawal is not available, the final application record and result must be confirmed and kept by oneself (by printing out or screen capturing), so that there is no

disadvantage cause by any omission or error.

- D. For the students who applied for payments per credit, the difference due to the course withdrawal will be refunded by the end of April. ※ Inquiries : Accounting Dept. 051-510-1051
- E. Students who withdraw courses can also be subject to GPA Scholarship & Graduation. ※ Inquiries : Affiliated Dep. office or Dept. of Student Affairs 051-510-1281~2
- F. Please contact Affiliated Dep. office or College for further inquires.