

CHUNG HUA UNIVERSITY

Responsible Unit : Division of Life Guidance, Office of Student Affairs	Implementation Guidelines for Cancelling Student Demerits	Document Number : CA1-2-015
Announcement Date : December 19, 2004		Page Number : 1

Passed in the 2nd Student Counseling Committee Meeting, Academic Year 2002, on October 8, 2002.
Amended in the 4th S Student Counseling Committee Meeting, Academic Year 2004, on June 22, 2005.
Amended in the 4th Student Counseling Committee Meeting, Academic Year 2010, on May 4, 2010.
Amended in the 4th Student Counseling Committee Meeting, Academic Year 2011, on May 23, 2012.
Amended in the 1st Student Counseling Committee Meeting, Academic Year 2014, on December 8, 2014.

I. Purpose

Chung Hua University defines the Implementation Guidelines for Cancelling Student Demerits (referred to hereafter as “the Guidelines”) in order to encourage students to cancel their demerits with work service hours. These guidelines are set in accordance with Article 14-4 of the “Chung Hua University Student Disciplinary Policy”.

II. Scope

Students who violate the articles listed in the “Chung Hua University Student Disciplinary Policy” and thus get a punishment for the first time and do not get a juridical punishment can request to cancel their demerits.

III. Responsible Units

1. All departments and graduate institutes (teachers and military instructors) : Helping students to apply for cancellation
2. All school staff: Assigning units to execute the procedures. If the particular unit has difficulty executing, Division of Life Guidance can help execution together.

IV. Definitions of Terms

None

V. Contents

Article 1. Chung Hua University defines the Implementation Guidelines for Cancelling Student Demerits (referred to hereafter as “the Guidelines”) in order to encourage students to cancel their demerits with work service hours. These guidelines are set in accordance with Article 14-4 of the “Chung Hua University Student Disciplinary Policy”.

Article 2. Students who violate the articles listed in the “Chung Hua University Student Disciplinary Policy” and thus get a punishment for the first time and do not get juridical punishment can request to cancel their demerits.

Article 3. In the cases of one Major Demerit (inclusive) or above, students can request to cancel their demerits according to “the Guidelines” after the Student Counseling Committee reach a decision. In the cases of one Major Demerit (not inclusive) or under, students’ request for cancelling their demerits are determined by the Dean of Student Affairs.

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Article 4. Execution Principles of Cancelling Student Demerits

- (1) Punished students can file to Division of Life Guidance for cancellation of demerit within one month of the date when punishment is made or a complaint is determined.
- (2) To cancel demerit, certain numbers of work service hours are required and the needed numbers of hours are listed as follows:
 - (i) In order to cancel a Reprimand, four hours of work service hours are needed.
 - (ii) In order to cancel a Minor Demerit, twelve hours of work service hours are needed.
 - (iii) In order to cancel a Major Demerit, thirty six hours of work service hours are needed.

Work service hours for each student should not exceed four hours in one day.

Overtime request for cancellation results in ten extra work service hours.

- (3) Division of Life Guidance of Office of Student Affairs is responsible for monitoring the execution of the work service mentioned above.
- (4) Work service hours must be completed within two months of the date when the cancellation request is made. Overtime execution is considered invalid.
 - (5) After the work service hours are completed, the execution unit will turn in the relative record forms (as attached). After the Dean of Student Affairs approves, the cancellation procedures are finished.

Article 5. Cancelled punishments will not be listed in the disciplinary information. Conduct grades will not be deducted if the cancellation takes place in the same semester. If the cancellation takes place in a different semester from the demerit is made, conduct grades will not be altered.

Article 6. If a punished student receive a punishment over a Reprimand again within one year of demerit cancellation, the original punishment will be restored.

Article 7. The Implementation Guidelines shall be promulgated and enforced upon resolution of Students Counseling Committee. The same shall apply where the Enforcement Rules are amended.

VI. Related Documents

None

Note: The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.