

# **The Guidelines for the Cancellation of Student Demerits at National Central University**

Approved at the 1st Student Affairs Council of the 2003 Academic Year on Nov 4, 2003  
Approved at the 3rd Student Affairs Council of the 2012 Academic Year on June 14, 2013  
Approved at the 3rd Student Affairs Council of the 2022 Academic Year on June 2, 2023

- Article 1 In order to align with the essence of education, enhance the function of counseling, and encourage students to correct their behavior, the "Guidelines for the Cancellation of Student Demerits at National Central University" (hereafter, "the Guidelines") are established in accordance with Article 2, Paragraph 4 of the National Central University Student Rewards and Punishments Regulations.
- Article 2 Students who violate the National Central University Student Rewards and Punishments Regulations but have not reached the threshold of a Major Demerit and demonstrate genuine remorse may apply for demerit cancellation in accordance with these Guidelines. Applications are limited to once per academic year.
- Article 3 A disciplined student may apply for demerit cancellation to the Student Assistance Division (Life Guidance Division) of the Office of Student Affairs within 20 days from the day following the confirmation of the disciplinary action or the appeal decision.  
The application mentioned above shall be submitted online via the Student Affairs System. After being signed and reviewed by the student's tutor, Department/Institute Chair, Department/Institute Campus Security Officer, and the Student Assistance Division, it shall be submitted to the Dean of Student Affairs for approval.  
If the application is delayed due to force majeure, it may be submitted within 20 days after the cause of the force majeure has ceased.
- Article 4 The required hours for Love-for-School Service are as follows:
1. One Warning: 8 hours.
  2. Two Warnings: 16 hours.
  3. One Minor Demerit: 24 hours.
  4. Two Minor Demerits: 48 hours.

Love-for-School Service shall be implemented over multiple days, with a general principle of no more than 4 hours per day.

The service must be completed within three months (excluding winter and summer vacations, midterm exams, and final exams) from the date the application is

approved. However, in special circumstances, the student may state the reasons and request the Dean of Student Affairs to set an alternative deadline.

Article 5 The content of Love-for-School Service for students applying for demerit cancellation includes:

1. Campus environmental maintenance.
2. Other appropriate tasks.

The assignment of work content and the evaluation of performance shall be handled by the Department/Institute Campus Security Officer.

Article 6 After the student completes the Love-for-School Service, the Department/Institute Campus Security Officer shall submit the Service Evaluation Form (see Appendix 2) to the Student Assistance Division. Upon approval by the Dean of Student Affairs, the disciplinary record shall be cancelled; however, the deduction of conduct points shall still be processed in accordance with the regulations.

Article 7 If a student who has applied for demerit cancellation fails to complete the required service hours within the deadline or before graduation, the disciplinary record will not be cancelled upon the decision of the Dean of Student Affairs.

Article 8 Regarding the deadlines mentioned in these Guidelines, if the final day of a deadline falls on a university holiday, it shall be replaced by the day following the end of the holiday.

Article 9 These Guidelines are approved by the Student Affairs Council and implemented upon the President's approval. The same procedures shall apply to any future revisions.