

Online System for Student Application for Course Withdrawal

User Guide for Undergraduate Students

Permission to withdraw from courses after the deadline for dropping courses will only be given under exceptional circumstances. Students who wish to withdraw from a course for Semester 2 of AY2025/26 must complete the online application form together with supporting evidence for the approval of (1) the course instructor concerned, (2) Department Head (student's home faculty), and (3) the Academic Registry (AR) on or before 27 April 2026 (5:00 PM). The result of course withdrawal application will be released to students via both email and WeCom.

Application without supporting evidence will not be processed. Courses approved for withdrawal are still registered on students' timetables and will be assigned a "W" grade on their transcripts. Grade "W" is NOT included in the GPA calculation.

For regulations on Course Withdrawal, please refer to AR website:

https://ar.uic.edu.cn/current_students/student_handbook/general_regulations.htm.

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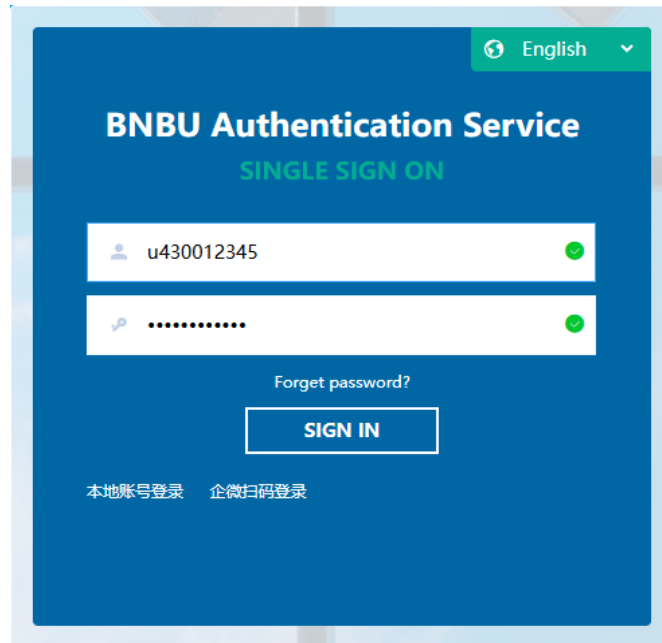
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1. How to Submit an Application?

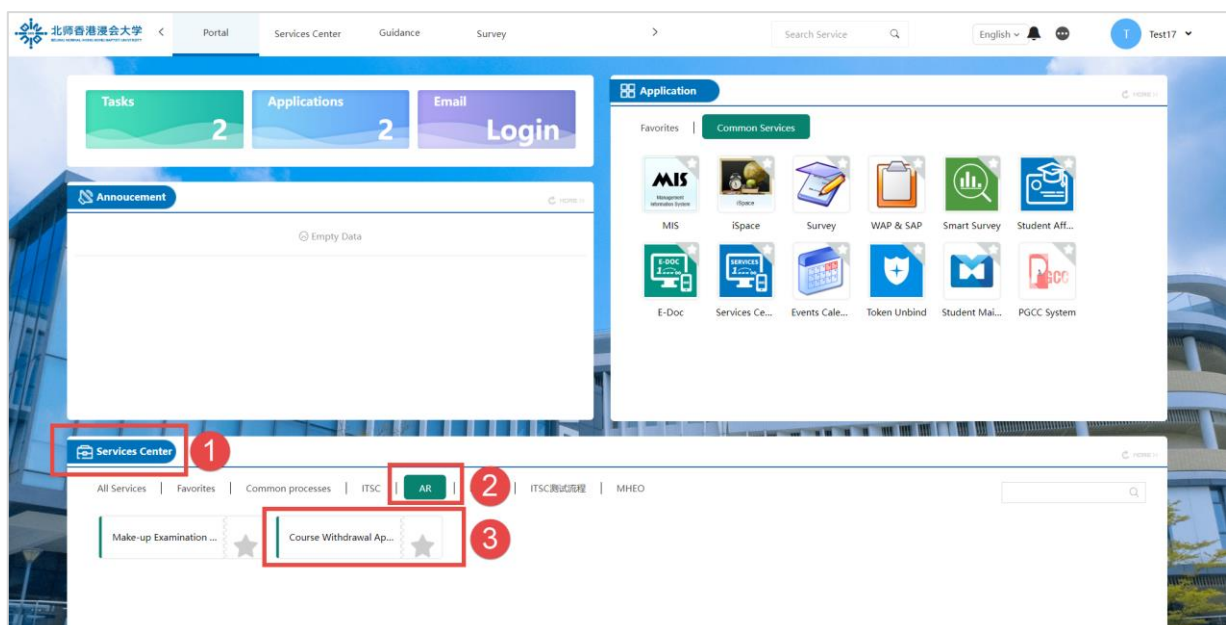
There are two channels to submit a course withdrawal application:

Option 1: Computer Access (Recommended)

Step 1: Go to the BNBU Portal at <https://portal.bnbu.edu.cn> and log in with your UID and password. We recommend using Chrome or Firefox for the best experience.



Step 2: Navigate to Service Center > AR > Course Withdrawal Application.



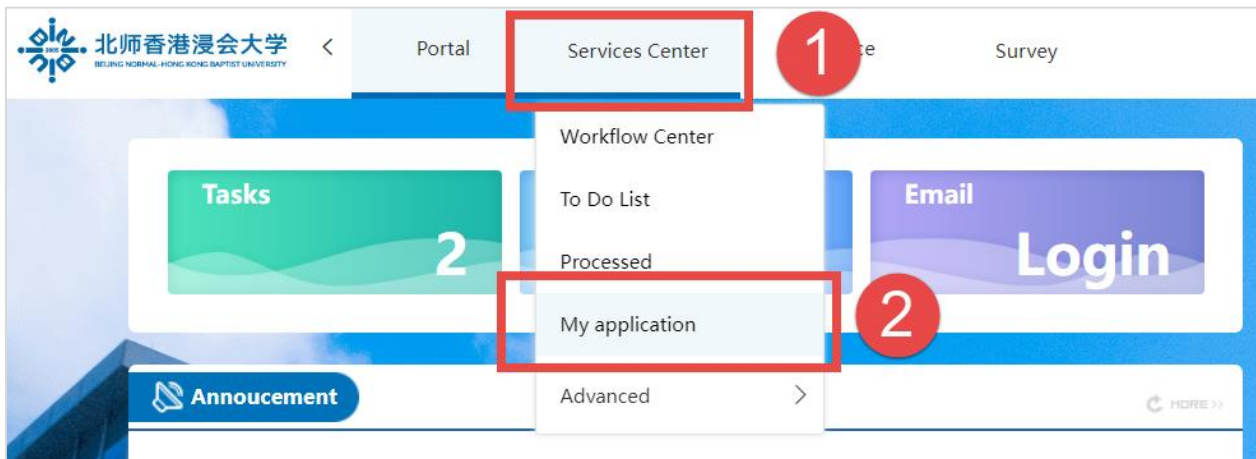
2. Check your Application Status

Option 1: Computer Access

Step 1: Log in to the BNBU Portal at <https://portal.bnbu.edu.cn/> with your UID and password.

Step 2: Navigate to Services Center on the top navigation bar.

Step 3: Select My Application from the drop-down menu.



Option 2: WeCom Access

Open WeCom, navigate to Workplace > Services Center > My Request to access your submitted application form.