**Letter of Assurance**

**Student’s Name:**

**Student ID Number:**

**Passport Number:**

**Expected Graduating Semester: 2021 Spring**

Hereby, I certify that I have acknowledged following policies and reviewed the “Graduation Policy”:

* There will be no make-up exam for any courses I am taking this semester and next semester.
* I am allowed to miss maximum 5 Immersion Week Activities and 3 International Forums by the end of this semester to keep my qualification of graduation. If I miss more activities, I will be required to take and pass extra Business Related Course(s) assigned by the office in the following semester as the replacement of the missing activities. 0-5 activities (Including Immersion Week and International Forum) equals to one course. If I miss 6-10 activities, I need to take and pass two Business Related Courses in order to graduate.
* I am only allowed to take maximum 9 credits (including those business courses replaced for missing seminars and immersion week activities) in the last semester together with thesis (17 credits).

I have acknowledged that I am still in the pending list for graduation and I will be able to graduate in spring semester 2021 only if I achieve following requirements include but not limit to:

* Taking courses with total credits less than 9 (including 9 and 0) in my last semester of study, including the courses taken to replace missing practicum credits,
* Pay up all the fees, including tuition fee, dormitory fee and other possible fees happened during my study in Donghua;
* Meet all the requirements concerning thesis and thesis defense.

I have acknowledged that I will not be able to attend the graduation ceremony if I fail to meet any of the graduation requirements.

Signature of the student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_