

## Procedures for Course Selection

Passed at the Academic Affairs Committee Meeting on December 23, 2010

- Article 1 These procedures are based on Article 14 of General Provisions for Study.
- Article 2 Students must follow the regulations set by their departments when selecting courses, pay careful attention to the important announcements made by the Academic Affairs Division concerning class selection, and follow the prescribed procedures. Late applications will not be accepted under any conditions.
- Article 3 When selecting courses, students should first carefully fill out the Course Selection Form, and after having received approval from the department, should input the classes they have selected into the Online Computer Network.
- Article 4 First-, second-, and third-year students must take at least 12 credits each semester, but no more than 25 credits. Fourth-year students must take at least 9 credits each semester, but no more than 25 credits. For students who extend their study period, the maximum number of credits will be the same as that of the final year.
- Article 5 After adding and dropping classes, the number of credits students are registered to take must not be less than the required minimum set for the semester. If the registration is incomplete, students will be required to leave their programs. The maximum number of credits that may be taken each semester is 25, and department will automatically delete the classes of students that exceed that limit unless students meet the requirements mentioned in Article 6.
- Article 6 Students whose average grade is over 80 may take one or two additional credits upon receiving permission from the department.
- Article 7 Each department sets its own regulations concerning whether or not a student who has failed a course may or may not take the second half of a course in the second semester.
- Article 8 Courses are divided into required courses and elective courses. Students who must take required courses again must take those courses first before taking other electives. Students must select courses in the way stipulated by the curriculum.
- In choosing elective courses, students must complete General Education course credits from outside their home departments before graduation. The General Education course credits are as follows:
1. Students who entered prior to 2008-9 academic year must take 8 credits.

2. Students entered in and after 2008-9 academic year must take 12 credits.

Article 9 Students can select courses not listed in the Departmental Curriculum Outline as electives, but must take all the courses required for their class within the given year of study. If there are course scheduling conflicts, it is possible to change classes if approval is granted by Department Chair. Those students taking electives outside their departments must first get permission from their departments, as well as the departments in which they will take courses.

Undergraduate students may select courses in a graduate program upon approval being granted by the department or graduate school.

Article 10 Students must follow university procedures when selecting courses in a department in which they have a minor.

Article 11 Regardless of which year of study, students must stay with the original class to take the second semester portion of any course and may not arbitrarily change classes. Credits gained when a student has only completed a first semester will not be counted toward the overall credits necessary to graduate.

Article 12 Students that entered the institution before 1995 were required to take military training in their first and second year, and Physical Education in first, second, third, and fourth years. Students who have entered since 1995 must note the following:

(1) Students must take Physical Education in their first, second and third years, and they will receive no credits. Those that choose Physical Education as an elective in their fourth year receive credits for the course.

(2) Military training is required for all students in their first year of study. Male students must take at least four credits in Military Training in order to qualify for Officer Training.

Article 13 Students should not select courses which cause course conflicts. If after the add-drop period has ended such a conflict is discovered, the entire registration will be cancelled. Students should not take courses that are similar in content to courses for which credit has already been gained. Those that do so will have that course cancelled and the grade and credits taken for the course will not go on the academic record.

Article 14 After the added and dropped courses are entered into the Online Computer Network, class selection for the semester is complete. Students may look up the results of the added and dropped courses on the Online Computer Network. Students are asked to verify that the courses they have selected

and their class information is correct.

Students may ask the Academic Affairs Division to make changes (within the given time period) in any of the following cases:

- (1) Students must choose courses again because the class has been closed or split into two.
- (2) Students have not been approved by The Academic Affairs Division to take certain classes due to a lack of prerequisite qualifications.
- (3) Students have failed the mid-term examinations and obtained only half or less than half of the required credits for a given semester. (Note: Such students may apply to drop one or two courses within one week of when the name list for the course has been posted.)
- (4) Students have failed mid-term examinations and obtained only two-thirds or less of the required credits for a given semester (Note: Such students may apply to drop one course within one week of when the name list for the course has been posted.)
- (5) Students are in special circumstances and have been approved as a special case.

Students may apply to make changes at the Academic Affairs Division within the stipulated period of time. Students may not request program changes under any conditions except those named above.

Article 15 Except for students who are separately applying for credit waivers according to Ming Chuan University Procedures for Credit Waiver Application, all students must make up required courses first. Those students who find themselves still short of credits must do make up the credits the following semester. If the necessary class has been closed, students can apply to take a similar course to replace it.

Article 16 Students who are required to pay extra tuition after adding or dropping classes, and who do not pay the tuition within the required time limit, will be forced to drop the class and will not have their grades counted on their records.

Article 17 Students selecting Summer Session courses must follow the procedures outlined in Guidelines for Offering and Teaching Summer Courses.

Article 18 Upon being passed by the Academic Affairs Committee and approved by the president, these procedures were announced and implemented.