

## Regulations about course selecting National Yunlin University of Science and Technology

Modified and approved at the 35th university senate meeting, March 25, 2003

Modified and approved at the 38th university senate meeting, April 14, 2004

Modified and approved at the 41st university senate meeting, November 10, 2004

Modified and approved at the 45th university senate meeting, March 22, 2006

Modified and approved at the 47th university senate meeting, November 15, 2006

Modified and approved at the 56th university senate meeting, October 17, 2008

Modified and approved at the 57th university senate meeting, March 25, 2009

Modified and approved at the 61st university senate meeting, October 6, 2009

Modified and approved at the 62nd university senate meeting, January 8, 2000

Modified and approved at the 63rd university senate meeting, April 9, 2000

Modified and approved at the 65th university senate meeting, October 26, 2000

Modified and approved at the 68th temporary university senate meeting, May 6, 2011

Modified and approved at the 74th university senate meeting, June 1, 2012

Modified and approved at the 76th university senate meeting, December 26, 2012

Modified and approved at the 77th university senate meeting, March 27, 2013

Modified and approved at the 79th university senate meeting, October 1, 2013

1. These directions were stipulated according to the related regulations of ministry of education, school rules and regulations in our university, and decisions in each meetings of our university as well as the actual needs of our university.
2. Course selecting methods for freshmen are primary selection (while registration) and adding and dropping out of courses. Course selecting methods for other student are all pre-selection (courses in the next semester are pre-selected before the end of each semester) and adding & dropping out courses.
3. The required credits for students in our university in each semester in our university are stipulated below.
  - (1) Required credits of each graduate school in each semester are stipulated by each institute.

The principle is that each semester in the first academic year could not be less than 1 subject and could not be more than 18 credits.
  - (2) The required credits of each semester for each department or institute for each grade of students are described below. Freshman, sophomore, and junior students should choose no less than 16 credits and could not exceed 25 credits. Senior students could not take less than 9 credits in each semester and could not exceed 25 credits in each semester. Students

with excellent grades could transact according to subparagraph 3. If students participate in internship outside school, they should not be restricted by the lower limits of credits.

- (3) If students obtained no less than 80 in both conduct score and average academic score and no less than 70 in sports score as well as with ranks within the top 5 of their class of that grade, they may choose the credits of additional one to two subjects after approved by department or institute head. And students who live up to the requirements described above may also take the courses for higher grades or the required courses in other majors.
  - (4) The courses taken by students should follow the provisions described above in each semester. If the excessive credits are not allowed, office of academic affairs will dropping out certain courses for student to make it meet the requirement of regulations.
  - (5) If students encounter any special situation that disable them from taking sufficient credits over lower credits limit, they may decrease certain required credits after approved by department or institute head according to the actual situations. After decreasing the required credits, students should also take at least one subject.
4. Primary selection and pre-selection should all be completed with computer terminals via directly entering information for selecting courses by students within stipulated time and place. This method is also applicable when adding or dropping out courses.
  5. For required courses, the courses taken by students should mainly be the subjects arranged by their departments or classes. If there is any special provision in department or institute, students should follow in prior.
  6. The elective subjects in other departments, institutes, or classes for undergraduate could be chosen after approved by both the teachers of said courses and department (institute) head and will be regarded as the elective credits required for graduation from original department / institute. Some of the credits should be preserved for students to choose elective courses in other departments or institutes in the elective courses of graduation credits of each department or institute. This will be allowed to implement after approved by department (institute) affairs meetings and course committees of department and submitted to course and teaching group for references.

For the elective subjects in graduate institutes, if students want to take courses in other departments or institutes, they need to obtain the approval from department or institute head.

However, the graduation credits of each department and institute should be stipulated individually.

7. If there is any priorities stipulated in the courses and subjects selected by students, those who do not take or fail the perquisites courses may not study the subjects unless obtaining the approvals from teachers and department or institute head, or the scores of that courses will not be taken into account.
8. Students cannot select courses with conflicting class time. If such situation is detected, the time-conflicting subjects will all be regarded as scoring 0.
9. Graduate courses taken by undergraduates could be regarded as the graduation credits for undergraduates. The scores of courses for graduates shall be included in the limited credits of the semester and the failure of academic scores should also be accounted in withdrawal standards. The scores and passing criteria follows the stipulations of undergraduates.
10. If students in each department want to apply for minors, double majors, transfer of credits, and etc., they should all complete the application procedures within stipulated time period and do the works for adding and dropping out courses in specified period. Overdue will not be accepted.
11. The courses for Ph. D students should contain at least 10 students in each class, or the classes will fail to be available. Courses taught in English will fail to be available of less than 5 undergraduate select said courses. Courses in graduate programs will fail to be available if less than 2 student select said courses.
12. The common subjects (including general education) of 4-year system and 2-year system for undergraduate should contain at least 10 students in each class, or the classes will fail to be available. The professional subjects of 4-year system and 2-year system for undergraduate should contain at least 10 students in each class, or the classes will fail to be available. The elective subjects for master degree program students should contain at least 4 students in each class, or the classes will fail to be available.
13. If students have special factors such as learning capacities, and etc., students may complete application sheets for dropping out of courses. After approved by teachers in that course and department or institute head and dropping out procedures in courses and teaching group are

completed, dropping out will be allowed without any refund. Each student can only drop out from one subject in each semester and “dropping out” notation will be shown in students’ transcript. According to this article, the credit numbers after dropping out cannot be lower than the minimum credit number stipulated in each semester. Undergraduates who already decrease credits cannot drop out from courses according to these regulations. If students drop out from courses, the limitations for the minimum student number in article 11 shall not be influenced.

14. Conformation for course selecting:

- (1) Students should all confirm the course selecting results after the periods of adding and dropping out of courses on the Internet no matter whether student add or drop out any course.
- (2) If students do not complete the confirmation processes within the specified period, student could only complete “student reports” to apply for remedy to teachers in that course and the department or institute these students belong to:
  1. Students about to graduate who cannot graduate owing to lack certain credits or courses
  2. Those who are forced to drop out owing to lack of credits.
  3. Not conforming to the regulations of department or institute on that course
- (3) If students do not complete the confirmation of adding and dropping out of courses, the records of course selecting results in office of academic affairs should be the final results for course selecting. If students find any error in course selecting, applications for special remedies will not be allowed.

15. These regulations were approved by University Senate and submitted to principal for approval. Implementations were allowed after principal’s approval. Any amendment is thereto.