

NCHU Regulations on Course Registration

Enacted in the 10th University Affairs Meeting on Feb. 2nd, 1981
Amended (Article 3) in the 16th University Affairs Meeting on Jan. 6th, 1982
Amended (Articles 2, 5, 6, & 9) in the 14th University Affairs Meeting on Dec. 29th, 1984
Amended (Article 10, added Article 11) in the 21st Academic Affairs Meeting on Dec. 24th, 1986
Amended (Articles 2, 3, & 7) in the 17th University Affairs Meeting on Dec. 19th, 1987
Amended (Article 2) in the 18th University Affairs Meeting on Jan. 14th, 1989
Amended (Articles 2 & 11) in the 20th University Affairs Meeting on Jan. 19th, 1991
Amended (Articles 9-11) in the 21st University Affairs Meeting on Jan. 10th, 1992
Amended (Articles 2, 3, 8, & 13) in the 28th University Affairs Meeting on May. 5th, 1995
Amended (Article 11) in the 32nd Academic Affairs Meeting on Apr. 10th, 1996
Amended (Articles 2, 4, & 12) in the 34th Academic Affairs Meeting on Oct. 23rd, 1997
Amended (Article 8, Added Article 11) in the 35th Academic Affairs Meeting on Mar. 31st, 1998
Amended (Articles 5, 8, & 9) in the 36th Academic Affairs Meeting on Oct. 20th, 1998
Amended (Article 13) in the 37th Academic Affairs Meeting on Apr. 13rd, 1999
Amended (Article 4) in the 38th Academic Affairs Meeting on Oct. 18th, 1999
Amended (Articles 10-12) in the 39th Academic Affairs Meeting on Jun. 13rd, 2000
Amended (Article 5) in the 40th Academic Affairs Meeting on Oct. 26th, 2000
Amended (Article 4) in the 42nd Academic Affairs Meeting on Oct. 25th, 2001
Amended (Article 3) in the 43rd Academic Affairs Meeting on Mar. 26th, 2002
Amended (Articles 3, 8, 11, 12, & 15) in the 44th Academic Affairs Meeting on Oct. 31st, 2002
Amended (Article 8) in the 45th Academic Affairs Meeting on Mar. 27th, 2003
Amended (Articles 3& 8) in the 47th Academic Affairs Meeting on Mar. 25th, 2004
Amended (Article 11) in the 49th Academic Affairs Meeting on Mar. 31st, 2005
Amended (Article 4) in the 51st Academic Affairs Meeting on Mar. 30th, 2006
Amended (Article 4) in the 53rd Academic Affairs Meeting on Apr. 10th, 2007
Amended (Articles 3, 4, 5, 9, 11, & 13) in the 54th Academic Affairs Meeting on Oct. 25th, 2007
Amended (Delete Article 10) in the 56th Academic Affairs Meeting on Oct. 27th, 2008
Amended (Article 3) in the 57th Academic Affairs Meeting on Mar. 26th, 2009
Amended (Articles 4 & 8) in the 58th Academic Affairs Meeting on Oct. 26th, 2009
Amended (Articles 4 & 8) in the 61st Academic Affairs Meeting on Mar. 30th, 2011
Amended (Article 4, Add Article 3) in the 62nd Academic Affairs Meeting on Oct. 25th, 2011
Amended (Article 10) in the 66th Academic Affairs Meeting on Oct. 29th, 2013
Amended (Article 14) in the 67th Academic Affairs Meeting on Mar. 27th, 2014
Amended (Article 9) in the 69th Academic Affairs Meeting on Mar. 30th, 2015
Amended (Article 4) in the 70th Academic Affairs Meeting on Oct. 28th, 2015
Amended (Articles 4 & 16) in the 77th Academic Affairs Meeting on Mar. 27th, 2019
Amended (Article 14) in the 78th Academic Affairs Meeting on Oct. 30th, 2019
Amended (Articles 11 & 13) in the 79th Academic Affairs Meeting on May. 5th, 2020
Amended (Article 4) in the 88th Academic Affairs Meeting on Nov. 13th, 2024

Article 1 These regulations are enacted in accordance with the Education Law of the Republic of China and with the Student Study Regulations.

Article 2 Students must complete course registration within the specified period in accordance with the University's regulations.

Article 3 After the on-line preliminary course selection and Add/Drop period, students should print out the results and confirm that the chosen subjects are accurate.

Article 4 A graduate student's required credits and courses for each semester shall be determined by his or her advisor or the chair of the department, graduate program, or degree program.

Graduate students are allowed to register for undergraduate courses in addition to the compulsory courses of their departments (graduate institutes or degree programs) with the permission of the course lecturer. Six undergraduate credits, at most, shall be included in the graduation credits after the approval conference of the advisors and the heads of departments. Nevertheless, for master students [taking advanced courses as defined by](#)

[the National Chung Hsing University Regulations for Curriculum Planning and Course Opening](#), at most 12 credits can be included in the graduation credits.

Students pursuing a Master's Degree are allowed to register for PhD courses with the permission of their supervisors and the chair of their institutes (degree programs). Credits can be included in the graduation requirements but cannot be waived while they pursue doctorates.

Each department, graduate institute, or degree program should decide the validation of credits earned by doctoral program students taking master's elective courses.

Each department, graduate institute, or degree program should decide the validation of credits earned by industrial research and development master's program students taking master's or doctoral elective courses. If the credit is not included in the graduation requirements, the Division of Curriculum should be informed during the period of course registration.

Juniors and seniors are allowed to enroll in master's courses with the permission of their department (degree programs). These credits should be included in the graduation requirements, but cannot be waived while pursuing a Master's Degree.

Article 5 Credits shall be counted only once if the same course has been taken twice or more.

Article 6 Students must select their courses carefully. Students should withdraw from or register for a course during the specified period. The Division of Curriculum, chair of the department, the graduate institute, and the degree program must be notified before they can accept the lecturer's application for changing the course time. This is also applicable to the change of course time by the related offices based on the evaluation of the class.

Students should rearrange their courses timetable before the course adding/dropping deadline when the aforementioned time change causes course schedule conflicts. Those who wish to rearrange their courses timetable due to schedule conflicts after the course adding/dropping deadline should seek approval from the chair of the department, the graduate institute, or the degree program. In general, students are not allowed to change their course schedule after the course adding/dropping deadline unless otherwise permitted for special reasons.

Article 7 When a class is divided into different groups for instruction, students must select the course based on the year and the group they are assigned to and may not ask to be reassigned. Students are allowed to select their own

group freely only when related regulations are applicable and the class size does not reach its limit.

Article 8 Students may not withdraw from compulsory courses after the course registration deadline, except when the compulsory course conflicts with courses that need to be retaken. Students should retake the courses they failed as early as possible.

Article 9 Each semester's credit requirements for undergraduate students are listed as the following (this article is not applicable to students who postpone their graduation):

Freshmen, sophomores, and juniors shall register for at least sixteen credits each semester.

Seniors and students in their fifth year must register for at least nine credits each semester.

Credit requirements per semester for extension education program students are listed as the following:

Freshmen, sophomores, and juniors must register for at least twelve credits each semester.

Seniors and students in their fifth year must register for at least nine credits each semester.

Students under special conditions will not be restricted by the regulation of minimum credit amount but should take at least one class.

Article 10 Undergraduate and extension education program students are allowed to enroll in advanced courses or compulsory courses offered by other departments (degree programs) only if the course lecturers agree. Undergraduate and extension education students are allowed to register for master's courses only when a master's student(s) also enrolls in the same course.

Undergraduates enrolled in the English-taught program, and the foreign students enrolled in the undergraduate program or extension education program, shall have priority to choose the English-taught courses.

Article 11 Current standards must be met by students who retake the course, fulfill the prerequisite course requirements for transferring to different departments or to NCHU or do not take courses for suspension, especially if the course has been rearranged in terms of the name, credits, or terms. Transfer students and those who have failed the course shall meet the graduation and the related requirements established by their department and be submitted to the Curriculum Committee. The following regulations apply in the absence of the aforementioned requirements.

- A. Students do not have to retake the compulsory course if the course has been eliminated.
- B. If the original credits of the course are worth more than the current credits, the current credit number will be used.
- C. Students do not have to retake the original, compulsory course if it is no longer deemed compulsory.

Students to whom the above three regulations apply must still fulfill the graduation requirements to receive their degree.

- Article 12 Students are allowed to register for courses provided by other schools in accordance with the Implementation Rules for Inter-University Courses Selection.
- Article 13 Students are allowed to apply for minors after their first academic year. Credits for minors shall not be included in the graduation requirements of their majors. Details are in accordance with the Regulations on Minor Application.
- Article 14 Students are allowed to withdraw from courses before one-third of the term is completed if they fulfill the minimum credit requirements each semester. The credit fees, however, cannot be refunded.
- Students who do not withdraw from class within the time period designated above can apply for termination of class enrollment within the 10th to 13th week of the semester as noted by the school calendar. However, termination of enrollment should be based on the condition that the number of credits excluding the terminated course does not fall under the credit requirement stipulated in Article 9 of the present regulation. Students who extend their maximum period for enrollment should be enrolled in a minimum of one course after termination.
- Article 15 Unless otherwise specified, these regulations shall be applicable to all students in NCHU, including international students, graduate students, and students from extension education programs.
- Article 16 These regulations and any amendments hereto shall be implemented after being passed at the Academic Affairs Meeting.