

# Implementation Guidelines for Interuniversity Course Selection at National Central University

Revised and approved at the Academic Affairs Committee Meeting on December 19, 2002  
Filed for reference by Ministry of Education's Official Letter No. 0920011491 on January 27, 2003  
Revised and approved at the Academic Affairs Committee Meeting on June 24, 2005  
Filed for reference by Ministry of Education's Official Letter No. 0940103833 on August 17, 2005  
Revised and approved at the Academic Affairs Committee Meeting on June 14, 2006  
Filed for reference by Ministry of Education's Official Letter No. 0950113677 on August 23, 2006  
Revised and approved at the Academic Affairs Committee Meeting on May 09, 2007  
Filed for reference by Ministry of Education's Official Letter No. 0960118819 on August 08, 2007

- Article 1 These guidelines have been provided in accordance with Article 28 of the *University Act* and Article 25 of its enforcement rules for the express purpose of promoting interuniversity cooperation, of ensuring efficient use of the University's faculty, facilities and resources, and of facilitating interuniversity course selection.
- Article 2 In principal, the interuniversity course selection option is restricted to the colleges and universities participating in the interuniversity course selection system, but these courses may only be taken in this manner provided that similar courses are not offered at NCU during that semester. NCU students who wish to take a course through the interuniversity course option must obtain the approval of both NCU and the university or college that is offering the course.
- Article 3 NCU students wishing to take courses offered at other universities or colleges must abide by the rules and regulations of that institution and must also submit a completed interuniversity course selection form signed by their advisor and the head of the department, graduate institute or professional development or degree program in which they are studying before the end of the course selection deadline announced for that semester. Anyone wishing to withdraw from a course after the selection process has been completed must do so in accordance with the rules and regulations of the university or college offering the course, and they must also complete the necessary withdrawal procedures before the end of the NCU course selection deadline.
- Article 4 The total number of credit hours undergraduate students may take through the interuniversity course selection option may not exceed one-third of the total number of credit hours taken in any given semester.
- The total number of credit hours graduate students may take through the interuniversity course selection option may not exceed one-third of the minimum credits hours required for graduation as set forth by the student's respective department, graduate institute or professional development or degree program.
- Students from other universities or colleges that have signed academic cooperative agreements with NCU are not subject to the preceding restrictions.

Article 5 Students from other universities who wish to take courses at NCU through the interuniversity course selection option must obtain the written approval of their own university or college and must also complete the selection procedures and pay all necessary fees prior to the course selection deadline set by the University. No late applications will be accepted.

Students from other universities enrolling in any NCU course through the interuniversity course selection option may not withdraw from the course once the selection process has been completed; nor may they request a refund of course fees unless the course is cancelled due to insufficient enrollment.

Article 6 Students who wish to take interuniversity courses but fail to do so in accordance with the rules and regulations as set forth by the University will find their course selection deemed incomplete and any grades obtained from such courses invalidated. The University accepts interuniversity course selection applications from non-NCU students, but all matters pertaining to course requirement, assessment, and grading shall be handled in accordance with the same rules and regulations governing NCU students. Any department, graduate institute or professional development or degree program with non-NCU students must include the grades of these students on the grade sheets, which are to be submitted to the Office of Academic Affairs at the end of the semester; once these grades have been compiled and recorded, the grade sheets shall be forwarded to the students' respective universities or colleges to be filed for future reference.

Article 7 NCU students may not apply to take courses through the interuniversity course selection option unless their applications are in compliance with the rules and regulations set forth in these guidelines; nor may any department, graduate institute or professional development or degree program at NCU accept interuniversity course selection applications from non-NCU students that are not in compliance with these same guidelines.

Article 8 NCU students who wish to take courses offered by other universities or colleges may not enroll in any course whose scheduled class time overlaps with that of a course they are taking at NCU; all such courses shall be considered invalid.

Article 9 NCU students who wish to take interuniversity courses offered by a foreign institution accredited by the Ministry of Education must comply with the University's *Guidelines for Processing Matters Relating to the Academic Studies and Enrollment Status of Students Studying Overseas* and meet the following requirements:

- I. Any student applying for permission to take an interuniversity course at a foreign institution must indicate the title of the courses they wish to take and obtain the written approval of the head of their department, graduate institute or professional development or degree program before going abroad; undergraduate students may be exempted from the minimum number of credit hours per semester requirement.
- II. Students taking courses at a foreign institution while still enrolled at NCU shall have the titles of any courses taken along with any credits hours and grades thus earned duly recorded on their semester transcript. Grade conversions for courses taken at foreign institutions shall be conducted in accordance with the University's *Guidelines for Processing Student Grades*.

- III. The decision as to whether credit hours earned from courses taken at a foreign institution may be counted toward the student's minimum credit hours required for graduation shall be left to the discretion of the student's department, graduate institute or professional development or degree program provided that such credit hours do not exceed two-thirds of that program's minimum credits hours required for graduation.
- IV. Any credit hours or grades earned at a foreign institution by students who have been granted a suspension of studies prior to enrolling or credit hours or grades earned during the winter or summer vacation shall be processed in accordance with the University's *Credit Waiver Guidelines*.

Article 10 The total number of credit hours earned from distance learning courses may not exceed half of the minimum credits hours required for graduation as set forth by the student's respective department, graduate institute or professional development or degree program.

Article 11 Matters not covered in these guidelines shall be conducted in accordance with the terms set forth in the University's *Study Regulations* and other relevant rules and regulations of the University.

Article 12 The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these guidelines.