

# National Central University Course Selection Procedures

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Article 1 Course selection must be made in accordance with the schedule of course requirements as set forth by the university and respective departments, tracks, professional development or degree programs and approved by the head of the relevant departments or programs.

Article 2 Course selection is carried out in two phases, initial course selection and course add/drop, with each phase processed in accordance with the relevant rules and regulations announced for that semester. Students are encouraged to log onto the University website to confirm the accuracy of their course selection once the deadline for each phase is over.

Article 3 After the official add/drop deadline, students should comply with the following instructions:

1. Those owing fees for unpaid credit hours must be paid within the designated period of time or find their course selection deemed incomplete and their name automatically dropped from the class roster.
2. Course selection records must be confirmed as correct and signed by an advisor, instructor and/or head of the student's department, graduate institute, departmental track, or professional-development or degree program and submitted to the curriculum division within the designated period of time. Those failing to submit such requests will have no changes made to their enrollment as recorded by the computer system; no objection shall be raised.

Article 4 Students who need to make a change to their course records after the official add/drop deadline must pay a late processing fee of NT\$100 per course. In such cases, all procedural steps must be completed before the deadline for the submission of course selection form to the curriculum division.

- Article 5 Students who are unable to continue in a course due to unforeseen reasons may apply for withdrawing the course during week 7 through week 10 as specified in the academic calendar for that year. Requests for course withdrawal will be limited to one course per semester and be contingent on the student meeting the minimum semester credit hours after the withdrawal. Course fees will not be refunded for the withdrawn course. The credit hours of any course from which a student has withdrawn will not be counted towards the student's total credit hours for that semester, but a record of the withdrawal will appear on the student's transcript in the form of a "W" for "withdrawn" entered in the grading field.
- Article 6 Undergraduate students are expected to fulfill no fewer than 16 credit hours of course work for each semester of their freshman through junior academic years, and shall take no less than 9 credits each semester of their senior academic year. Any student who fails to meet the minimum number of credit hours shall be asked to withdraw from the University; but if this failure is due to unforeseen reasons, the student may apply for a reduction of required credit hours with the approval of his or her advisor and departmental or degree program head. In such instances, all procedural steps must be completed before the deadline for the submission of course selection forms to the curriculum division.
- Any student (with the exception of foreign exchange students) who prolongs his or her studies and registers for the semester shall take at least one course exclusive of physical education, military education and service education. Those who fail to do so shall be asked to withdraw from the university.
- Students applying for a reduction in credit hours may not apply for a course withdrawal.
- Article 7 Undergraduate students who are in their sophomore, junior or senior year of study must select their required and strongly-recommended courses according to the curriculum of respective departments or degree programs before selecting any elective courses. Any required course failed in a previous academic year shall be given first priority in course selection to minimize the risk of the student having to re-take the course during his or her final year of study.
- Article 8 If a course is two semesters long but the student has only taken it for one semester, any credit hours earned from that course will not be counted toward the student's minimum credits hours required for graduation.

- Article 9 Students who have applied for and obtained permission to pursue a minor, double major or non-degree conferring program should comply with the curriculum requirements announced the academic year they submitted their application.
- Article 10 Student may not take courses that have overlapping time schedules or any course whose course number or course title matches that of a previously taken course for which the student has earned credit hours; any courses taken in this manner shall be considered invalid.
- Article 11 Total credit hours earned from distance learning courses shall 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 12 Transfer students from other departments, graduate institutes, departmental tracks, professional-development or degree programs, or universities are strongly encouraged to first fulfill any course requirements that may remain after they have completed their course waiver process before enrolling in elective courses.
- Article 13 New students who are admitted into the University through the examination or application channels or who have taken university courses in accordance with relevant rules and regulations before being admitted may apply for a course waiver in accordance with the rules and regulations specified in the University's *Credit Waiver Guidelines*.
- Article 14 Students not enrolled in professional-development programs may not select any course offered by these programs unless they have been granted formal approval to do so. Any student who enrolls without approval shall have their name automatically dropped from the class roster.
- Article 15 Matters not covered in these procedures shall be conducted in accordance with the University's *Study Regulations* and other relevant rules and regulations of the University.
- Article 16 The aforementioned procedures shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment to these guidelines.