

國立中央大學學生選課辦法

National Central University Regulations for Student Course Selection Procedures

Amended and approved at the NCU Academic Affairs Meeting on December 19, 2002
Amended and approved at the NCU Academic Affairs Meeting on April 13, 2004
Amended and approved at the NCU Academic Affairs Meeting on June 17, 2004
Amended and approved at the NCU Academic Affairs Meeting on June 24, 2005
Amended and approved at the NCU Academic Affairs Meeting on December 20, 2005
Amended and approved at the NCU Academic Affairs Meeting on March 28, 2006
Amended and approved at the NCU Academic Affairs Meeting on May 9, 2007
Amended and approved at the NCU Academic Affairs Meeting on January 7, 2009
Amended and approved at the NCU Academic Affairs Meeting on March 25, 2009
Amended and approved at the NCU Academic Affairs Meeting on March 12, 2014
Amended and approved at the NCU Academic Affairs Meeting on October 15, 2014
Amended and approved at the NCU Academic Affairs Meeting on October 9, 2018
Amended and approved at the NCU Academic Affairs Meeting on October 14, 2020
Approved at the NCU Academic Affairs Meeting on June 15, 2022
Approved at the NCU Academic Affairs Meeting on October 11, 2023
Approved at the NCU Academic Affairs Meeting on March 20, 2024

Filed for reference per the Ministry of Education's Official Letter (II) No. 1130046400 on May 6, 2024

Article 1 Students of National Central University (NCU) must select courses in accordance with the curriculum prescribed by NCU and their departments (institutes, in-service programs, or degree programs). They must also seek approval of their course selections from the heads of their respective departments (institutes, in-service programs, or degree programs).

Article 2 Course selection is carried out in two stages: initial selection and drop-add. Each course selection period shall follow the schedule and the relevant regulations announced for the semester.

As each course selection period ends, students themselves shall check and confirm online their course selections.

Article 3 After the drop-add period ends, students shall deal with the following matters:

1. Students shall pay the course credit fee accordingly and complete the payment before the stipulated deadline; otherwise, their course selection will be deemed incomplete and all the selected courses that charge course credit fees will be automatically canceled.

2. During the online confirmation period, students shall log into the course selection system to check their course selections. If students fail to confirm their course selections before the stipulated deadline, their course selections will rest entirely on the data shown in the system, and no objection shall be raised.

Article 4 If students need to manually add and drop courses, they shall seek approval from the courses' instructors and submit an application form for manually adding and dropping courses with the instructors' signatures. Students shall pay a processing fee of 100 NTD per time for manual course adding and dropping if their applications for manually adding and dropping courses are overdue. Students should complete the manual course adding and dropping procedure before the stipulated deadline for manual course adding and dropping.

Students who fail to apply by the deadline will not be allowed to make applications unless unforeseen circumstances occur to the students and they apply as special cases after gaining approval.

Article 5 If a student is unable to continue a course during the semester, they may apply for a course withdrawal between the seventh and twelfth weeks in the academic calendar, with the consent of the course instructor and the head of their department (institute, in-service program, or degree program). Students are limited to one course withdrawal per semester; however, the remaining credits must not fall below the minimum required for that semester. No refund will be provided for the credits withdrawn, and those credits will not count toward the total credits of courses taken for that semester. However, the course must still be recorded on the student's English transcript with a notation of "W" (withdrew) and on their Chinese transcript with a notation of "停修".

Article 6 Undergraduates must complete a minimum of 16 credits per semester during their first, second, and third years, and at least 9 credits per semester during their fourth year. If a student cannot meet the minimum credit requirement for a semester due to special circumstances, a credit load reduction may be granted with the consent of the advisor and the department (or degree program) head. Those who fail to comply with these requirements shall be dismissed from NCU. The credit-load reduction process must be completed by the deadline for manual course drop-add for that semester. Students with an extended study status (excluding international exchange students) must enroll in at least one course (excluding physical education, military training, and service learning). Failure to do so will result in dismissal from university. Additionally, students who reduce their credit load are not permitted to further

withdraw from courses.

- Article 7 Students in their sophomore year or above shall follow the curriculum set by their departments (or degree programs) to select and complete compulsory and required elective courses. If students fail a compulsory course in a previous academic year, it is recommended that they retake and pass the course as early as possible to avoid having to retake it in their graduating year.
- Article 8 If students take a year-long course, they shall follow the course sequence prescribed by their departments (institutes, in-service programs, and degree programs). If students take a year-long course for only one semester and pass the course in that semester, the credits of the course may count toward their total credits for graduation.
- Article 9 Students who have applied for a minor, secondary program, double major, or credit program shall follow the course requirements listed in the curriculum for the academic year of their application.
- Article 10 Students are not allowed to select courses with conflicting schedules or courses with the same course code or title. Any conflicting or duplicate courses will be canceled and deemed unselected without exception.
- Article 11 The total number of credits (including waived and transferred credits) that students earn through distance-learning courses shall not exceed half of the minimum number of credits required for graduation regulated by their departments (institutes, in-service programs, or degree programs).
- Article 12 Students transferring between departments (institutes, divisions, and degree programs) at NCU and transfer students should apply for credit transfers or credit waivers. Should any courses from earlier years of the students' new program require them to make up, they shall prioritize making up those required courses.
- Article 13 New students who are admitted by retaking entrance examinations or by re-application, or who have taken credit courses under regulations before their enrollment may apply for credit waivers per NCU Course Credit Waiver Guidelines.
- Article 14 Students who are not enrolled in in-service programs are not allowed to select the courses of in-service programs unless they submit the application and gain approval. Otherwise, the selected courses are automatically canceled.

- Article 15 Undergraduates that have been approved for flexible study arrangements due to military service and then return to school after completing their service (including early discharge or suspension of service) shall receive course selection guidance from their department/institute and the Curriculum Division, along with assistance in course continuity upon their return.
- Article 16 Matters not covered herein shall be dealt with per NCU Study Regulations and other related regulations.
- Article 17 NCU Regulations for Student Course Selection Procedures are announced and implemented upon approval of the NCU Academic Affairs committee. The same administrative procedures apply to any future amendments.