

# Shih Chien University Regulations Governing Course Selection

Approved by the 3<sup>rd</sup> Session of the First Semester Academic Affairs Meeting of the 2023 Academic Year on December 12, 2023  
Approved by the 3<sup>rd</sup> Session of the Second Semester Academic Affairs Meeting of the 2023 Academic Year on June 4, 2024

Article 1 The said guideline is stipulated by Article 9 and Article 45 of the Academic Regulations.

Article 2 The operation of course selection in each academic semester shall comply with the Registration and Course Selection Guideline. Academic Affairs Office may announce readjustments of course selection schedule by reason of Force Majeure. Students shall submit all materials related to course selection within a time frame stipulated by the University. Students who fail to complete the course selection procedure during the specified time frame after being notified by the University three times in writing shall be suspended from the University; student who has met the maximum cumulative period of suspension shall be dismissed from the University.

Article 3 Students shall fulfill their graduation requirements by enrolling in courses and completing the number of academic units stipulated by each academic department/institute/program. Students enrolling in sequential courses shall follow the proper sequential order unless authorized by the concerned academic department/institute/program. Prerequisite requirements for the abovementioned courses shall be determined by each academic department/institute/program and passed by the College Curriculum Committee, and approved for reference by the University Curriculum Committee. The same procedure applies in the event of an amendment. Students in a lower school year level who wish to enroll in required courses for higher school year levels shall obtain authorization from the Department/Institute/Program Chair prior to enrollment.

Article 4 Undergraduate students pursuing a minor or double-major shall follow the respective course list stipulated by each academic department.

Article 5 Selection of Physical Education courses shall be addressed by relevant regulations of the Office of Physical Education; selection of College English courses shall be addressed by relevant regulations of the Language Center.

Article 6 Regulations regarding to number of academic units per academic semester:

1. Students studying at the departments of the University's day divisions should obtain 9–25 credits in both the semesters of their last academic year (i.e., graduating students), and obtain 16–25 credits in the semesters of the other academic years. Students from specialized academic department department/program that require a semester-long internship shall enroll in at least 9 units during the internship semester.
2. Students from the Bachelor Program of the Extension Division or Bachelor Program of the 2-Year Program for Working Professionals shall enroll in no less than 9 units and no more than 25 units per academic semester.
3. Number of credits for each semester for graduate students shall be determined by the respective institute.
4. Students whose program duration has been extended shall select at least one course or thesis composition for graduate students.
5. Students in post-baccalaureate multi-competence building programs do not have a minimum academic unit requirement.

Students with an average grade score of 80 or more from the previous academic semester, or

who are pursuing a minor, double-major, degree program, non-degree program, a professional program, or international exchange courses held by international scholars, are allowed to enroll in an additional 4 to 6 units.

Article 7 In the event that students attempt to enroll in two different courses with the same class time, or courses with the same course code or course name, the course with a schedule conflict or the repeating course shall be removed as stipulated by the Academic Affairs Office requirement. Students may not retake a course they have completed and passed. No academic units or grades will be issued to those who take the course for the second time. Retakes due to special circumstances are not subject to this rule when approved by the responsible department/institute/program.

Article 8 Regulations regarding to course selection from other academic divisions:

1. Where courses selected by graduate students are offered by other academic systems or other departments/institutes of the same academic system, approval by the chair of the home department/institute and other institutes shall be required.
2. Daytime Division students and students from the Bachelor Program of the Extension Division who wish to cross-register for courses in other divisions shall comply with the following guideline:
  - 1.) Students who are deferring their graduation.
  - 2.) Graduating seniors who have a schedule conflict issue and must enroll in the said course in order to graduate.
  - 3.) Students transferred from another major or another school who have a schedule conflict issue with their makeup courses.
  - 4.) Students pursuing a minor/double-major who have a schedule conflict issue with their additional required courses.
  - 5.) Students resuming their studies, whose courses designated by their original curriculum are no longer being offered.
  - 6.) Students with special circumstances who have received authorization from the concerned Department Chairs.

Article 9 Regulations regarding to course selection from other campus:

1. Cross-campus course selection is limited to English-taught summer intensive Liberal education courses only.
2. Approval by the department/institute offering aforementioned course(s) shall be required, before proceeding to course application in accordance to the announced procedure and timeline. The department/institute shall add the course(s) for all students once the application is completed. Students who did not attend actually attend the course(s) may drop said course(s) during regulated course selecting period of the academic semester.
3. Student may take no more than two cross-campus courses each academic semester.

Article 10 Where graduate students make up basic advanced placement courses prescribed by their institute, earned credits and scores shall be recorded. However, these credits shall not be counted toward the graduation credits.

Graduate students shall retake or make up required courses as soon as possible.

Article 11 Students from the graduating class and students of five-year Architecture program in their fourth year or beyond shall be allowed to enroll in courses offered for the first year students of a Master's program and have the courses count towards their graduation requirement after receiving authorization from the Department Chair of their own major and the Dean of the Graduate Program that is offering the course.

Article 12 Enrollment priority is given in the following order: students from the department offering the course whose school year level is proper for the requirement of the course; students from the department offering the course whose school year level is higher than that of the course; students from the department offering the course whose school year level is lower than that of the course; students pursuing a double-major; students pursuing a minor; students from another major; and students from another academic division. Enrollment priority for General Education courses is given to students of higher school year level from the same division. A course accepting the enrollment from different divisions may not accommodate all students who wish to enroll due to classroom capacity or equipment restrictions. With respect to students from a different academic division wishing to enroll in such course, priority is given in the following order: students from the same department offering the course and the same academic division; students from other majors but the same academic division; students from other academic divisions.

Article 13 In the event that an academic department replaces the original course with a new one, students who are retaking the course shall still follow the curriculum for the year they were admitted and comply with the following guideline:

1. In the event that a required course from a former curriculum has been deleted in the new curriculum and is no longer offered by the University, concerned students shall submit an application to their respective academic department to seek authorization to replace the retake course with another course.
2. In the event that the new retake course has fewer academic units than the original course, concerned students shall retake the course while also meeting the minimum number of academic units required for graduating with their respective academic major.
3. In the event that the new retake course has more academic units than the original course, the additional academic units from the said course may not be counted as part of the elective credits.

Article 14 Students shall login to the Administration System within the required time frame at the end of the course selection process to verify whether the courses are correctly entered into the system. In the event of a mistake, students shall notify the Academic Affairs Office within the required time frame for correction (only correction is allowed, no further add/drop will be accepted). Students who do not notify the University for correction shall be treated as if they have a correct schedule. Two reprimands will be issued to students who wish to apply for a correction outside of the required time frame.

Article 15 Students who fail to attend the enrolled courses after completing the course selection process shall receive a zero; students who attend courses but fail to complete the course selection process shall not receive a final grade for the said courses.

Article 16 Students shall pay for all additional fees incurred after completing their course selection process at the end of the course adding/dropping window period. Students who fail to pay by the payment due date are not allowed to add/drop courses for the subsequent academic semester.

Article 17 Students shall complete teaching evaluation for all courses enrolled in the current academic semester before being allowed to register for adding or dropping courses online for the subsequent academic semester.

Article 18 Matters not mentioned in the said guideline shall be addressed by the Academic Regulations or relevant regulations.

Article 19 The said guideline shall come into effect upon approval by the Academic Affairs Committee and authorization by the President. Amendments to the guideline require the same procedure.