

# **National Ilan University Guidelines on Student Course Selection**

Passed at the 5<sup>th</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2002 academic year on June 9, 2003

Amended and passed at the 7<sup>th</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2002 academic year on July 16, 2003

Amended and passed at the 3<sup>rd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2003 academic year on December 19, 2003

Amended and passed at the 3<sup>rd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2004 academic year on January 12, 2005

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2006 academic year on January 5, 2007

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2007 academic year on December 28, 2007

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2007 academic year on June 4, 2008

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2008 academic year on March 20, 2009

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2011 academic year on October 14, 2011

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2012 academic year on November 23, 2012

Amended and passed at the 3<sup>rd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2012 academic year on December 25, 2012

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2014 academic year on March 24, 2015

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2015 academic year on October 20, 2015

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2016 academic year on October 21, 2016

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 2<sup>nd</sup> semester of the 2018 academic year on March 19, 2019

Amended and passed at the 2<sup>nd</sup> Academic Affairs Meeting of the 1<sup>st</sup> semester of the 2021 academic year on November 16, 2021

Amended and passed at the 3<sup>rd</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2022 academic year on December 20, 2022

Amended and passed at the 1<sup>st</sup> Academic Affairs Meeting in the 1<sup>st</sup> semester of the 2023 academic year on October 12, 2023

Reported to the Ministry of Education through Tai-Jiao-Gao (Er)-Zi No. 1120130515 for reference on January 19, 2024

**Article 1** The National Ilan University Guidelines on Student Course Selection (hereinafter referred to as “the Guidelines”) have been implemented per Article 12 of the National Ilan University Regulations.

**Article 2** Students in each educational program must take a specified number of credits each semester (including physical education):

1. For four-year undergraduate programs, freshmen, sophomore, and junior students must take at least 15 credits each semester, and senior students must take at least 9 credits each semester.
2. Students in continuing education programs must take at least 9 credits each semester.
3. In principle, students in continuing education programs shall not take more than 25 credits per semester. However, students with excellent academic performance, defined as having an average grade of at least 80% in the previous semester or ranking in the top five of their class, or students pursuing a minor may take up to 6 additional credits per semester. Students pursuing a double major may take up to 8 additional credits per semester.
4. The number of required credits per semester for master's and doctoral programs shall be determined by the respective departments.

Article 3 Students who apply for flexible study periods during their undergraduate studies in accordance with Article 38-2 of the National Ilan University Regulations or who obtain approval from the department chair due to special circumstances may increase or reduce the number of credits taken for the specified semester. Students who wish to take additional credits may take 8 at most, and students who wish to take fewer credits must enroll in at least one course.

Additional credits taken during the specified study period will not incur extra credit fees.

Article 3-1 Students approved by the university for overseas exchange (study) programs for one semester or one academic year are not required to select courses at the university during their time abroad, except in special circumstances approved on a case-by-case basis.

Article 4 In principle, students must enroll in required courses or professional elective courses offered by their program instead of other programs.

Article 5 In principle, students who fail or have not taken required courses must retake (or make up) these courses with students at a lower grade level within the same program.

Article 6 In special circumstances, students in the regular education program may enroll in courses offered by continuing education programs, or vice versa, after obtaining the approval of the respective course instructor, the department chair of the department that offers the course, and the department chair of the student.

Article 7 Students in the university may enroll in courses from programs or departments other than their own. Whether these credits count toward the minimum graduation credit requirement is determined by the department of the student's major.

Article 7-1 Except for those open to undergraduate students, master's courses are not

available to undergraduate students who are not in a pregraduate program.

Article 8 The minimum enrollment for elective courses in each program is stipulated as follows; courses with enrollment below these standards will be cancelled:

1. The minimum enrollment for master's and doctoral courses is five students.
2. The minimum enrollment for undergraduate courses is 15 students.

However, courses established under the following regulations are exempt from these limits:

1. Chinese language courses established per the National Ilan University Guidelines for Foreign and Overseas Chinese Students Enrolled in Chinese Language Courses.
2. Courses established under Article 10 of the National Ilan University Guidelines for Calculating Teaching Hours and Overtime Hours.

Article 9 Each program shall set limits on the maximum enrollment for each course on the basis of classroom capacity and current needs. For courses exceeding these limits, additional students may enroll only with the instructor's approval during the course add/drop period.

Article 10 For courses lasting an entire academic year, credits or grades earned for only one semester will not count toward the minimum graduation credits. Credits earned from repeating courses will also not count toward the minimum graduation credits.

Article 11 Course selection at the university is conducted during two periods, the initial selection period and the add/drop period. The courses taken by each student each semester are based on those listed in the course catalog provided by the Registry and Curriculum Division.

Article 12 If a student's course selection does not comply with Articles 2, 3, or 9 of the Guidelines, or if repeated courses are selected, the Registry and Curriculum Division will notify the student to cancel or modify their course selection.

Article 13 Students may enroll in courses offered at other institutions only if a course is not available at the university during the academic year. Regulations for interinstitutional course selection are established separately.

Article 14 Procedures and matters regarding course selection and the add/drop period will be handled per the regulations published by the Registry and Curriculum Division. Any matters not addressed in the Guidelines will be handled according to the relevant academic affairs regulations of the university.

Article 15 The Guidelines will be implemented following approval at the Academic Affairs Meeting.

