

# Wenzao Ursuline University of Languages Course Selection Regulations

Amended and approved at the Academic Affairs Committee Meeting on December 19, 2023  
Ratified by the President on January 5, 2024

- I. To regulate student course selection matters, the "Wenzao Ursuline University of Languages Course Selection Regulations" (hereinafter referred to as Regulations) is hereby stipulated.
- II. All students are required to adhere to the guidelines when selecting courses.
- III. Students can enroll in courses offered by both the Day Division and Continuing Education Division but exclude the first three years of the Five-Year Junior College students (hereinafter referred to as Low-grade Year students). The guidelines for dealing with the matter of inter-divisional course registration is stipulated in a separate document titled "*Wenzao Ursuline University of Languages Guidelines Governing Inter-Divisional Course Registration*."
- IV. All students of the University except the Low-grade Year students may take courses in other universities. The guidelines dealing with the issue is stated in a separate document titled "*Wenzao Ursuline University of Languages Regulations Governing Inter-University Course Selection*".
- V. Selections of courses at the University are conducted through the two processes of preregistration and add/drop.
- VI. Students must select courses according to graduation requirements and curriculum charts stipulated by their departments (or Master and In-Service Master Programs or Degree Programs). Only with the approvals of the students' department chairs and the department chairs offering the course can students take advanced courses.
- VII. The process of preregistration and adding/dropping courses must be conducted online within the time frame announced by the Curriculum Section of the Academic Affairs Office (or Academic Affairs Section of the Division of Continuing Education).
- VIII. When an elective course offered by a department (or Master and In-Service Master Program or Degree Programs) has a limit on the maximum number of registrants in preregistration, students in the department offering the course and students in the grade that the course is meant for are given preference. International exchange students are not subject to this restriction.
- IX. The credit requirements for students are as follows:
  1. Five Year Junior College
    - (1) Students in their first to third years (hereinafter referred to as Low-Grade Year Students) (may not take fewer than twenty credits or more than thirty-two credits in a semester. Students who transfer from another department during

winter break and transfer students are not subject to these restrictions.

- (2) Fourth and fifth-year students (hereinafter referred to as Senior Year students) may not take fewer than twelve credits or more than twenty-eight credits in a semester (including courses in other divisions). Courses with flexible credits shall be calculated separately.
- (3) Students whose average grades of the previous semester reach eighty or more can apply for credit overload for a maximum of six credits without paying additional credit fees.
- (4) Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than two credits. Students who take fewer than the required number of credits and do not submit the appropriate request will be deemed to have voluntarily withdrawn.
- (5) The student who fails to pass two-thirds of the credits attempted during a semester, he/she may be allowed to apply for taking a lesser number of required credits for a maximum of five credits in the following semester. The subjects of the aforesaid credits reduction should be made up together with the lower grade students after the student upgrades to a higher grade.

## 2. Undergraduate students

- (1) Day Division students shall take no less than ten credits and no more than twenty-seven credits in a semester. The credit range does not include credits offered by education programs and "flexible credit" courses. Students who achieved an academic average of eighty or above last semester may take up to six additional credits without paying additional credit fees. However, students taking minors, double majors, and credit programs are not subject to the above six-credit limit.
- (2) Division of Continuing Students may not take fewer than ten credits or more than twenty-seven credits in a semester excluding credits from the Education Program and "Flexible Credit" courses.
- (3) The regulations regarding the required number of credits and the tuition for the teacher education program are specified separately.
- (4) Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than two credits. Students who take fewer than the required number of credits and do not submit the appropriate request will be deemed to have voluntarily withdrawn.

## 3. Master Program and In-Service Master Program (the Program)

The number of credits that graduate students should take per semester is

determined by the Program, but the number should range between at least one credit and no more than fifteen credits per semester. Application for credit overload should be approved by the chairperson of the Program. No additional fees will be charged for overload credits. This rule does not apply to graduate students who have taken all the necessary credits required for the degree and are in the period of writing a dissertation.

4. Students who prolong their studies beyond regulation time
- (5) Students who extend their studies beyond the prescribed study period and need to retake courses for the second semester of the new academic year shall take at least one course offered in the first semester of the academic year or apply for a leave of absence in the first semester to maintain student status. Undergraduate students who have completed the required subjects and credits for their respective departments but have not met the language proficiency standards set by their respective departments can be exempted from the requirement of taking at least one course as stated in Article Forty-One of the Wenzao Ursuline University of Languages Academic Policies. Similarly, Junior College students who have the same aforementioned situation as undergraduate students can be exempted from the requirement of taking at least one course as stated in Article thirty-nine of the Wenzao Ursuline University of Languages Academic Policies for the Junior College Division.
- (6) Students in the Day Division prolonging their studies beyond regulation time must pay tuition per credit. (Tuition for courses with a practicum component is determined according to the actual number of class hours.)
- (7) Students in the Junior College Division who prolong their studies beyond regulation time must pay tuition per credit. (Tuition for courses with a practicum component is determined according to the actual number of class hours.) Students who register for ten or more credits pay the full tuition as regular students. If the said majority of courses taken are listed in the curriculum of the Lower-Grade Year, students pay the standard tuition as the Lower-Grade Year students. If the said majority of courses taken are listed in the curriculum of the Senior Year, students pay tuition at the same rate as Senior Year students.
- (8) Undergraduate students who register for ten or more credits shall pay full tuition as regular students
- (9) Students in the Continuing Education Division shall pay tuition and fees according to the actual number of credits taken.
- (10) Students of Master Programs and In-Service Master programs who enroll in courses totaling four credits or more are required to pay the full tuition and miscellaneous fees.

- X. The regulations pertaining to course selection are delineated below:
- (1) Courses following a sequence must be taken in order. Students retaking a course may take the next course in the sequence concurrently. These restrictions do not apply to students who transfer between departments during winter break and to students in their first semester after transferring from another institution. In the case of courses with a practicum component, the practicum may not be taken before the theoretical part.
  - (2) Students who fail an elective course and choose not to retake the course are not awarded credit. The grade for said course is still included in the calculation of the average semester grade.
  - (3) Due to continuity in the material covered, students must pass both semesters of year-long courses to receive credit. Students who only register for one semester or fail one semester of the course will not receive credits that can count towards graduation.
  - (4) Courses for which a student has received transfer credit or has been exempted from taking or has passed may not be taken again. Students do not receive credit for the second time they take a course. Guidelines regarding the application for credit exemption are stated in a separate document. (This rule does not apply to students who repeat the year.)
  - (5) Students may not select courses that cause scheduling conflicts.
  - (6) Graduating senior students, transfer students who need to retake or make-up courses, students applying for early graduation, and students pursuing minors or double majors in situations with scheduling conflicts may transfer to a different class (or take a class in another program, division, or institution when necessary). Students in other special circumstances may apply to transfer to other classes after receiving approval from the head of the department.
  - (7) The class schedule assigned for the graduating class only applies to the graduating class. Graduating students who take courses other than graduating class shall follow the normal semester schedule to complete courses together with all other students.
  - (8) Students who must drop a year-long elective class due to failure in the first semester must drop the course using a special course selection system by the deadline stipulated by the Curriculum Section of the Curriculum Section of the Academic Affairs Office (or Academic Affairs Section of the Division of Continuing Education). before the beginning of the second semester. Students who must drop a class for other reasons must submit a request to the Curriculum Section of the Academic Affairs Office (or Academic Affairs Section of the Division of Continuing Education). during the add/drop period. The class may be dropped with the approval of the chair of the department offering the course.

(9) The course selection procedures for international exchange students are reviewed and approved by the International and Cross-Strait Cooperation Office, and the Academic Affairs Office will assist the aforesaid students with necessary course registration matters.

XI. The guidelines for student course selection are as follows: :

(1) Students who do not follow these Guidelines when selecting courses will suffer disciplinary action. Depending on the severity of the infraction, the Curriculum Section of the Academic Affairs Office (or Academic Affairs Section of the Division of Continuing Education). will decide on a disciplinary action more severe than a warning.

(2) Students who do not pay tuition bills in full by the deadline will be dropped from the courses for which they have not paid by the Curriculum Section of the Academic Affairs Office (or Academic Affairs Section of the Division of Continuing Education). Students will receive a disciplinary action more severe than a warning.

XII. Other matters not specified in this document are resolved according to the University's Academic Policies and other related regulations.

XIII. The Guidelines shall come into effect on the date of being approved at the Academic Affairs Committee Meeting and ratified by the President. Any amendments shall follow the same procedure.