

National Taiwan Normal University Course Selection Regulations

Articles 5 and 7 revised at the 4th Academic Affairs Meeting of the 2005 academic year on June 20th, 2006
Article 6 revised at the 4th Academic Affairs Meeting of the 2007 academic year on June 18th, 2008
Revised and passed at the 3rd Academic Affairs Meeting of the 2014 academic year on May 27th, 2015
Revised and passed at the 1st Academic Affairs Meeting of the 2016 academic year on November 9th, 2016
Revised and passed at the 2nd Academic Affairs Meeting of the 2018 academic year on April 24th, 2019
Revised and passed at the 1st Academic Affairs Meeting of the 2019 academic year on October 30th, 2019
Revised and passed at the 2nd Academic Affairs Meeting of the 2020 academic year on April 28th, 2021

Article 1 To handle matters of student course selection, National Taiwan Normal University (hereinafter referred to as “this University”) has prescribed these Regulations.

Article 2 Course selection, including “preliminary course selection periods” (second stage of course selection for full-time students) and “add/drop periods”, shall be handled in the time periods stipulated by the official academic calendar of this University.

In cases of natural disasters or other unavoidable circumstances, the Office of Academic Affairs may announce adjustments to the time periods of different stages of course selection.

Article 3 The minimum and maximum number of courses that may be enrolled in per semester shall be handled in accordance with this University’s *School Regulations* and the regulations of each department or graduate institute.

Article 4 Undergraduates shall enroll in the following courses and credits:

1. Common Core compulsory courses: Refer to regulations in this University’s *Common Core Compulsory Course Table*;
2. General Education Courses: Shall meet regulations specified in this University’s *Common Core Education Course Implementation Regulations*;
3. Compulsory courses and credits as prescribed by each department.

Undergraduate enrollment in service-learning courses shall be handled in accordance with this University’s *Service-Learning Course Implementation Regulations*.

Article 5 Undergraduates in grades three (3) and four (4) may enroll in master’s level courses and master’s students may enroll in PhD level courses; however, in cases in which the course instructor and course-offering unit has their own regulations, those shall apply. Full-time students who wish to enroll in Continuing Education Master’s Program courses and students of Continuing Education Master’s Programs who wish to enroll in courses part of the full-time academic system shall both require the approval of the student’s department chair (graduate institute director) and the course-offering department chair (graduate institute director), after which the course shall be added during the course add/drop period with the student paying all applicable course and miscellaneous fees based on the student’s academic system and year of matriculation. Students who pay a fixed fee for their studies shall not be required to pay course fees except in special circumstances. Students required to pay both miscellaneous and credits fees for courses enrolled shall pay credit fees in line with those charged by the Continuing Education Master’s Program.

The total amount of course credits with cross registration referred to in the preceding Paragraph together with intercollegiate credits shall not be in excess of 1/3 of the total credits required by a department (graduate institute) for graduation; however, in cases

in which students have double major, minor, or inter-disciplinary program qualification within the National Taiwan University System, this restriction shall not apply.

Article 6 Special provisions for student course selection are as follows:

1. Students shall not enroll in courses whose times overlap, otherwise all overlapping courses shall be removed from the student's selected courses.
2. In cases where the course instructor changes the course period thereby causing an overlap with another course, students may log onto the course selection system to drop the course.
3. Students who have previously suspended their studies shall complete all school resumption procedures before commencing course selection.
4. Students who have received permission to study overseas (including overseas internships) shall not be permitted to engage in course selection at this University unless a written approval by the Vice President of Academic Affairs has been received. Compulsory courses pre-loaded by the course selection system shall be later deleted by the Curriculum Office of the Office of Academic Affairs at the end of the course add/drop period.
5. Applications for the addition of courses in special cases shall be limited to reasons listed within the Application Form for Adding Courses in Special Cases. Applications shall be submitted within the specified deadlines; late applications or those whose reasons do not meet the proper specifications shall not be accepted.
6. If students fail more than 1/2 of their course credits in the previous semester and do not submit a Course Selection and Study Guidance Record Form, in the following semester they shall not be allowed to select courses during the first stage of the preliminary course selection period. In cases in which departments (graduate institutes) have their own regulations, those shall apply.

Article 7 If a student needs to repeat a course with the same course code or Chinese name due to special circumstances, they shall add it during the course add/drop period. Course credits and grade calculation for the course shall be handled in accordance with the *School Regulations*. Pre-service teacher education courses shall be handled in accordance with the regulations of this University's School of Teacher Education.

Article 8 If full time students find themselves unable to add a course in the course selection system due to the course being restricted, blocked, or full, they may get a course authorization code from the course instructor with which to add the course. Adding courses through a course authorization code shall still meet the course enrollment provisions as specified in this University's *School Regulations*, as well as the relevant course enrollment regulations for general education, pre-service teacher education, general physical education, and common core English courses.

Course authorization codes may not be transferred to others. If found to have been transferred, the course shall be cancelled for the student.

Students using a course authorization code to add a course may not drop the course, instead they may only apply for a course withdrawal.

Article 9 Students shall follow the provisions of this University's *Intercollegiate Course Selection Implementation Guidelines* when selecting courses at other universities.

Article 10 From the time the preliminary course selection period results are announced to the end of the course add/drop period, students shall log onto the course selection system to verify their selected courses. In cases where there are questions, students shall

immediately contact the Curriculum Office of the Office of Academic Affairs.

If students need to add or drop courses for reasons not attributable to themselves, they shall do so in the week following the end of the course add/drop period, writing a report and attaching any necessary documentation. After receiving the approval of the course instructor and their department chair (graduate institute director), the students' application will be sent to the relevant academic or administrative unit and the Office of Academic Affairs for processing.

Article 11 In accordance with this University's *School Regulations*, if students fail to pay the course and registration fees within the prescribed time period, they shall be required to withdraw from this University and all courses selected for the semester shall be voided; however, students who have completed the procedures for the make-up payment of course and registration fees with the approval of the Office of Academic Affairs may instead handle course selection in accordance with the provisions of these Regulations.

Article 12 If students are unable to continue their attendance in an enrolled class during the semester, they may apply for a course withdrawal in accordance with the provisions of this University's *Student Application for Course Withdrawal Regulations*.

Article 13 Studying in courses part of a summer program shall be handled in accordance with this University's *Full-time Student Summer Session Course Study Regulations* and the announcements of the Office of Academic Affairs.

Article 14 Matters not covered in these Regulations shall be handled in accordance with this University's *School Regulations*, *Points for Attention in Course Selections*, and other relevant regulations.

Article 15 These Regulations, and any ensuing revisions, shall be implemented following its passage at an Academic Affairs Meeting.