

National Taipei University of Nursing and Health Sciences

Course Selection Policy

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Chapter 1 General

Article 1 This policy is formulated in accordance with the law by the Ministry of Education and the university regulations.

Article 2 Students must select and attend courses according to their individual years of admission and the course requirements of their respective departments/institutes. Transfer students and students transferring to a lower grade must select their courses in accordance with the guidance of their departments/institutes.

Article 3 The dates and methods of course selection and course categories are determined according to the announcements of the Office of Academic Affairs.

Article 4 Courses are selected through online and written applications. Students must complete their course applications by the specified deadlines. Late applications will not be accepted.

- (1) Online application refers to direct course selection through networks.
- (2) Written application requires students to print the written course selection forms provided online, have the forms signed by the chairpersons of the departments/institutes involved with the selected courses and associated instructors, and submit the forms to the Office of Academic Affairs for processing.

Article 5 Students shall complete the course addition and cancellation process by the specified deadline. Late applications will not be accepted under any circumstances. In addition, after the course selection process is completed, students shall inquire about the details of selected courses and confirm their course selection results, including the courses preselected by the system, by the specified date. Selected courses that are not confirmed online within the allotted time are subject to system documentation and may not be changed.

Article 6 Students may not request to change their course selection results during the confirmation process. However, when specific selected courses are closed or regrouped, students may go to the Office of Academic Affairs in person to manually change their course selection.

Any extra selected courses discovered after the end of the course addition and cancellation period may only be withdrawn.

Article 7 The schedules of selected courses may not conflict with one another. Any selected courses with conflicting schedules shall be corrected during the course addition and cancellation period or withdrawn after the aforementioned period. Students shall be automatically deregistered from all conflicting courses discovered to not have been corrected.

Article 8 Students shall attend courses in accordance with their course lists. Core courses to be repeated or made up are prioritized.

Article 9 When a passed course is repeated, only one of its credits shall be included in the graduation credits.

The repeated course may retain its name or have its name changed and content unaltered.

Article 10 Multiple-to-one or multiple-to-multiple group courses shall be attended in accordance with the course list or departmental/institutional regulations.

Article 11 All departments/institutes shall customize their prerequisite courses and course requirements and guide students in their course selection processes.

Article 12 Interdepartmental/cross-institutional and interprogram courses must fulfill the regulations of the departments/institutes involved.

E.g.: A student from Department A takes a course from Department B. The two departments differ in their categorization of the course. Credit waivers are required to apply to change the category of the course; if credit for the course is not waived, then it is not included in the graduation credits.

Article 13 If a student fails to submit the payment required for course registration by the deadline or is expelled in accordance with the university regulations, then the courses selected by the student in the concurrent semester become invalid and the student is automatically deregistered from them.

Article 14 When core courses are removed or have their names or credits changed because of revisions in the course list, requiring students to repeat or make up the

courses, the courses shall be substituted with those with new names or department/institute-specified courses of similar characteristics, according to the credit waiver policy. However, the total graduation credits of students must not decrease.

Chapter 2 Graduate Course Selection Policy

Article 15 Graduate courses are selected online through instant addition and cancellation.

Article 16 Each master's student may only apply for one independent study course; similarly, each doctoral student may only apply for one Thesis & Independent Study I and one Thesis & Independent Study II. When a thesis study requires multiple repetitions, only one credit from the study shall be included in the graduation credits.

Article 17 Graduate interprogram course selection principles:

- (1) When a graduate student takes an undergraduate course, 70 points are required to pass the course, and credits for the course are not included in the graduation credits.
- (2) When a graduate student takes a doctoral course, a minimum of two doctoral students are required for the course to commence.
- (3) When a graduate student takes a doctoral course, the credits of the course may be counted in one of the following two methods:
 - Include the credits in their graduation credits.
 - Retain the credits as doctoral credits.

Chapter 3 Undergraduate Course Selection Policy

Article 18 To simplify the course selection process, the Office of Academic Affairs shall register the core courses in students' schedules in advance according to the classes involved in each course. Students that do not attend the core courses in the indicated semester because of credit waivers, exemption, prior course completion, or the schedule conflict caused by course repetitions must voluntarily apply to cancel the courses during the course selection period.

Article 19 Undergraduate courses are selected online through voluntary or addition and cancellation selections.

Article 20 Core courses are attended in accordance with class schedules. Students that require departmental or class transfer or must add or cancel courses because of course repetitions or makeup, waivers, and other special reasons shall add or cancel the courses with the approval of the chairpersons of their respective departments/institutes in accordance with the course addition and cancellation

policy. All internship courses shall be added or cancelled through only written applications because of the limitations of internship sites.

Article 21 The semester credits of the students of each undergraduate yearly program are regulated as follows:

- (1) The semester credits of a 2-year program daytime regular student shall be no fewer than 9 and no more than 25 each year.
- (2) The semester credits of a 2-year program continuing studies student shall be no fewer than 6 and no more than 22 each year.
- (3) The semester credits of a 4-year program daytime regular student shall be no fewer than 9 and no more than 25 each year.
- (4) Students with exceptional performance (i.e., the top 20% of students in their respective departments/institutes in the previous semester, transfer students, program students, program minor students, or double majors) may increase their credits to a maximum of 28 with the approval of the chairpersons of their departments/institutes.
- (5) Undergraduate students that are unable to meet the minimal required credits because of special reasons may decrease their credits with the approval of the chairpersons of their departments/institutes, after which the students shall attend a minimum of one course each.
- (6) Postbaccalaureate bachelor and postbaccalaureate second-specialty program students shall have their semester credits determined by their respective programs.

Article 22 General education courses must be selected according to the disciplinary field of each student. The credits of core general education courses may not be substituted for those of departmental/institute core and elective courses. Credits for courses of different disciplines may not be mutually waived or substituted.

Article 23 Core physical education course regulations:

- (1) Principally, core physical education courses are attended in a sequential order. Credits for core physical education courses with different codes may not be mutually waived or substituted.
- (2) Student that have failed or been absent from core physical education courses shall repeat the courses in any semester or during summer/winter vacation.
- (3) Elective physical education courses may not be used to waive or as substitutions for core physical education courses.

Article 24 Daytime and in-service students may apply for mutual elective courses for no more than one-third of their course credits.

Article 25 The cross-institutional graduate elective course selection of undergraduate students shall be regulated as follows:

- (1) Third and fourth-year students in the 4-year program and first-year second-semester, second-year, and third-year students in the 2-year program (continuing students included) whose academic grades in the previous semester are at an average of 80 points or above and within the top 20% of their respective classes, may register for and attend graduate elective courses.
- (2) Undergraduate students may only attend the selected graduate elective courses with permission from instructors and the chairpersons of their departments/institutes and colleges.
- (3) Credits for selected graduate elective courses shall be limited to a maximum of 10 and may not exceed one-fourth of the total credits each semester. Additionally, a maximum of two graduate courses may be selected.
- (4) Credits for the graduate courses attended by an undergraduate student may be counted in one of the following two methods:
 - Include the credits in the undergraduate graduation credits with 60 points as the passing grade.
 - Reserve the credits as master's credits with a minimum grade of 70 points. Reserved credits must be applied within 2 weeks after the midterm examination in the graduation semesters of undergraduate students; otherwise, all the reserved credits shall be included in the undergraduate graduation credits.
- (5) Credits for the graduate courses attended in a semester shall be included in the total credits and failing-grade-induced expulsion standard in the semester.
- (6) The number of undergraduate students in a graduate elective course shall not exceed one-fourth of the total number of its students. Should this occur, the students eligible to attend the course shall be determined by its instructor.

Preparatory graduate students are not applicable for the conditions specified in Subparagraphs 1, 3, and 6 of Paragraph 1 of Article 25 and shall be managed in accordance with the Policy for Integrated Undergraduate and Graduate Studies.

Article 26 Any matters not mentioned in this policy shall be managed in accordance with the university regulations and relevant law specifications.

Article 27 This policy is passed and carried into effect through an Academic Affairs meeting. The same rule applies with subsequent revisions.