

Regulations for Course Registration at I-Shou University

Amendments adopted on December 13, 2000, at the third meeting of the University Academic Council in the first semester of the academic year 2000

Amendments adopted on June 27, 2001, at the second meeting of the University Academic Council in the second semester of the academic year 2000

Amendments adopted on November 21, 2002, at the second meeting of the University Academic Council in the first semester of the academic year 2001

Amendments adopted on May 29, 2002, at the second meeting of the University Academic Council in the second semester of the academic year 2001

Amendments adopted on March 5, 2003, at the first meeting of the University Academic Council in the second semester of the academic year 2002

Amendments adopted on May 12, 2004, at the second meeting of the University Academic Council in the second semester of the academic year 2003

Amendments adopted on December 7, 2005, at the second meeting of the University Academic Council in the first semester of the academic year 2005

Amendments adopted on August 29, 2007, at the first meeting of the University Academic Council in the first semester of the academic year 2007

Amendments adopted on March 18, 2009, at the first meeting of the University Academic Council in the second semester of the academic year 2008

Amendments to Articles 7, 8, 13, and 18 promulgated with the consent from the President dated May 10, 2010

Amendments to Article 7 promulgated with the consent from the President dated July 1, 2010

Amendments to Articles 1 and 7 promulgated with the

consent from the President dated May 27, 2011

Amendments to Articles 2-11, 13-15, 17, and 18 promulgated with the consent from the President dated May 28, 2013

Amendments to Articles 2, 3, 5, 7, 8, 10, 11, 13, 14, and 18 promulgated with the consent from the President dated November 14, 2013

Amendments to Article 1 promulgated with the consent from the President dated January 6, 2014

Amendments to Article 15 promulgated with the consent from the President dated April 25, 2014

Amendments to Article 8 promulgated with the consent from the President dated January 26, 2015

Amendments to Articles 1, 3, 4, 6-8, 13, and 15 adopted by the University Administration Council on June 20, 2018, and promulgated with the consent from the President dated June 25, 2018

Amendments to Articles 1-7 and 9-13 adopted by the University Administration Council on July 17, 2019, and promulgated with the consent from the President dated August 12, 2019

Amendments to Articles 1, 3, 5, 7, 12-15, and 17 adopted by the University Administration Council on July 13, 2022, and promulgated with the consent from the President dated August 23, 2022

Amendments to Articles 6-8, 10, 13, 15, and 16 adopted by the University Administration Council on December 20, 2023, and promulgated with the consent from the President dated December 26, 2023

Article 1 Students shall conduct course registration within the prescribed time, and they shall take courses in accordance with the curriculum plan made by the department (institute or program) they belong to. Failed required courses of the previous academic year shall be repeated as early as possible to avoid re-registration in the academic year of graduation. International students who apply to study in a bachelor's degree program with equivalent academic credentials shall take an additional twelve credits in order to

be eligible for graduation under the Academic Rules of I-Shou University to meet the requirements of the Ministry of Education.

Article 2 Students shall not register for courses offered by other departments (institutes or programs) without approval from the chair of the department (or the director of the institute or program) they belong to. If students have registered for courses offered by other departments (institutes or programs) without approval from the chair of the department (or the director of the institute or program) they belong to, "Not recognized by the Department (Institute or Program)" will be shown in the remark column of the list of course registration results and the academic transcript, and such credits will not be included as part of the required credits for graduation.

Article 3 Daytime undergraduate students shall not register for courses offered to graduate students. Notwithstanding the foregoing, daytime undergraduate senior students under special circumstances may register for courses offered to master's students with approval from the course instructor and the chair of their department (or the director of their institute or program) and following the established administrative procedure. If the course credits have been included as part of the required credits for graduation, they shall not be transferred as part of the credits of a master's program. If prior consent from the University has been obtained, any special circumstances shall be handled accordingly.

Article 4 Graduate students shall obtain approval from their research supervisors before conducting course registration at the Office of Academic Affairs, and those who haven't selected a research supervisor yet shall seek approval from the chair of the department (or the director of the institute or program) they belong to.

Article 5 Students are permitted to add and/or drop courses once every semester within the prescribed time after the beginning of the semester. Students shall check their course registration results within the prescribed time after the course add/drop period. Those who fail to confirm the results before the deadline shall be considered to consent to the results on the Information System, and no objection is allowed. Students under special circumstances may apply for course withdrawal during the semester pursuant to the Regulations for Application for Course Withdrawal by Students at I-Shou University. Students who have completed midterm and final teaching surveys on the courses taken in the semester are eligible for early course registration in the following semester, and the priority for early course registration shall be given in the following order: from senior students to freshman students.

Article 6 Students shall not register for courses with overlapping meeting times. Students who

have an overlapping timetable due to course rearrangements after a semester begins shall apply for course add/drop immediately by submitting written approval from the chair of the department (or the director of the institute or program) they belong to. If students fail to complete the aforesaid process, courses with overlapping meeting times shall be canceled. Students shall not register for courses that have been passed or transferred.

Article 7 Students of the School of Chinese Medicine for Post Baccalaureate may take up to 28 credits every semester, while students enrolling in any other departments (programs) can take up to 25 credits every semester. Students of all departments (programs) admitted in or before Academic Year 2017 shall take at least one course every semester. Students of all departments (programs) admitted in or after Academic Year 2018 shall take at least fifteen credits every semester from the first to third academic years and at least six credits in every semester of the fourth academic year; students enrolling in the School of Chinese Medicine for Post Baccalaureate shall take at least fifteen credits every semester from the first to fourth academic years and at least six credits in every semester of the fifth academic year; students of the School of Medicine shall take at least fifteen credits every semester from the first to fourth academic years and at least six credits in every semester of the fifth and sixth academic years; and students enrolling in the Post-Baccalaureate Program in Nursing shall take at least fifteen credits every semester in the first and second academic years and at least six credits in every semester of the third academic year. Students who have extended the prescribed duration of study shall take at least one course every semester.

The aforesaid rules are not applicable to the following students:

1. students who undertake an off-campus internship for the entire semester are subject to the regulations and rules of their departments (programs);
2. senior students of medicine-related departments who cannot undertake an off-campus internship due to prerequisite courses;
3. students who still need to earn up to twelve credits to be eligible for graduation one semester or one academic year before the expiry of the prescribed duration of study shall take at least half of the insufficient credits, while students who have earned enough required credits for graduation shall take at least one course; and
4. students who apply to take courses overseas are subject to the Guidelines on Overseas Studies and Overseas Credit Transfer for Students at I-Shou University.

Students who are ranked among the top 15% in their classes in terms of the average semester grade may take an additional three credits starting the next semester with approval from the chair of the department (or the director of the program); students who have been approved to take a minor, a second major, or a credit program may take an additional three credits every semester with approval from the chair of their department (the director of their program). However, for male students who are draftees, if they apply for fulfilling compulsory military service while studying for a bachelor's degree or encounter other special circumstances, and obtain approval from the chair of their department (or the director of their program), they may take an additional six credits at most. The credits taken as an overload within the original duration of study will not incur additional credit fees.

Class advisors shall assist male students who are draftees with course registration, preparations for further courses, learning, etc.

Article 8 Daytime undergraduate students who satisfy the requirements specified in the Regulations for Inter-Divisional Course Registration by Students in Daytime and Evening Programs at I-Shou University may register for courses of the same kind offered by evening programs, and the maximum number of credits for inter-divisional course registration is nine. Students shall also be subject to the restriction on the maximum number of credits taken every semester.

Article 9 If a prerequisite course shall be completed before another course, students shall fulfill the requirements set by respective departments (institutes or programs) before registering for subsequent courses. Prerequisite courses and the grading criteria thereof shall be established and reviewed by respective departments (institutes or programs).

Article 10 As for courses emphasizing continuity, students are required to pass prerequisite courses before taking subsequent courses. The grading criteria for prerequisite courses shall be established by respective departments (institutes or programs), adopted by the competent Departmental (Institute or Program) Affairs Councils, and submitted to the Curriculum Section of the Office of Academic Affairs for future reference. The same procedure applies to any amendments.

Article 11 Transfer students from another department or another university may apply for credit transfer and be exempt from taking required courses that they have passed with the same number of credits. They shall register for the required courses as soon as possible if the application for credit transfer has been rejected. They may register for similar courses with approval from the Departmental (Institute or Program) Affairs Council provided that the original course is no longer available. Students shall apply for credit

transfer pursuant to the Regulations for Credit Transfer by Students at I-Shou University.

- Article 12 Students will be placed in different classes according to the registration rules of physical education courses. Students in the sophomore year are required to take a physical education course, and those in the junior year are offered physical education electives. Students shall take physical education courses pursuant to the Guidelines on Physical Education Courses at I-Shou University.
- Article 13 Students will be placed in different classes depending on their English proficiency levels when taking general English courses in their freshman and sophomore years. A placement test will be administered pursuant to the Regulations for English Placement Tests at I-Shou University and other applicable rules before the courses begin.
- Article 14 Registered courses shall be canceled if a student is found not to have conducted course registration pursuant to the Regulations.
- Article 15 If a student who has not registered for any course after enrollment fails to conduct course addition after being notified, they shall be suspended from studies pursuant to the Academic Rules of I-Shou University.
- Article 16 Students who register for courses offered by different levels of education or other colleges shall pay the difference, if any, in accordance with the applicable regulations and rules of the University.
- Article 17 Students may register for courses offered during summer vacations pursuant to the Regulations for the Offering of Summer Courses at I-Shou University. Students may conduct inter-institution course registration pursuant to the Regulations for Inter-University Course Registration at I-Shou University.
- Article 18 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.