

National Chengchi University

Guidelines for Course Selection for Students

Approved by Academic Affairs Meeting of the 2nd semester of academic year 1998 on June 14, 1999.

Revision approved by Academic Affairs Meeting of the 2nd semester of academic year 2000 on June 13, 2001.

Revision approved by Academic Affairs Meeting of the 2nd semester of academic year 2001 on June 3, 2002.

Revision approved by Academic Affairs Meeting of the 2nd semester of academic year 2002 on March 31, 2003.

Revision of Articles 5, 8, and 9 is approved by the second Academic Affairs Meeting of the 1st semester of academic year 2004 on December 27, 2004.

Revision of Articles 1, 2, 4, 5, 6, 7, 8, and 11 is approved by Academic Affairs Meeting of the 2nd semester of academic year 2008 on June 8, 2009.

Revision of Articles 2, 5, 6, 7, 8,9, and 10 is approved by Academic Affairs Meeting of the 2nd semester of academic year 2011 on June 4, 2012.

Article 1 The Guidelines were promulgated in accordance with Paragraph 1 of Article 14 of National Chengchi University (hereinafter referred to as the “University”) Study Regulations.

Article 2 Course selection for the University’s students shall be divided into three phases: preliminary selection, add/drop, and add/drop courses with the approval of the course instructor.

Article 3 Students shall plan course selection in accordance with the required graduation credits and required course credits as stipulated by the college or department (institute), and complete courses in order by year.

Article 4 The Office of Academic Affairs shall announce the dates, methods, and course categories separately during the current semester based on actual needs.

Article 5 Students shall inquire and confirm the results from the online course selection system within the stipulated deadline after every phase of the course selection has ended.

Article 6 Students shall enter the data into the computer online according to course unit’s settings during the preliminary selection and add/drop phase. After completing the preliminary selection, students whose selected courses have any of the following conditions shall add or drop courses within the stipulated deadline:

1. The selected course is in the reverse order of study.
2. Students have passed the selected course.
3. Students have selected courses for semester 2 without completing the courses in semester 1.

Those with special reasons and with the approval of the relevant department (institute)

shall not be limited by the conditions stipulated in the subparagraphs of the preceding paragraph.

Article 7 Add-Drop course with the approval of the course instructor, students shall follow regulations below to proceed.

1. For adding: The course instructor shall consider students in the waiting list as the first priority in adding. Students shall print the “Course Addition Form” when the course is opened for adding. After the course instructor has approved and signed the form, students may proceed to each course unit to add the course. If a time conflict occurs during course addition, students must seek the approval of the course instructor and course unit before dropping the course.
2. For dropping: Student should print the “dropping request form” from the selected course list, signed by the course instructor and submit to the Registration Office to complete the procedure.

The maximum course number for adding & dropping is 5 for undergraduate students, 3 for graduate students.

Article 8 Within one week after the third phase of course selection, if students need to add or drop for special reasons, please enclose a proof and report with the approvals of the instructor and the course-offered program office and then submit the students’ Departments for further process. The final approval will be made by the Dean of Academic Affairs.

Article 9 Students may apply to drop (void) courses with special reasons and proceed with following regulations.

1. Students should complete the “Course Late-Drop Application Form” when applying to drop a selected course, and submit the form to the Office of Academic Affairs after approved by the course instructor or the head of course offering program.
2. Students shall complete the application to drop a course within two weeks after the mid-term examination as stipulated in the University’s calendar.
3. Students are allowed to drop a maximum of one course each semester, and the total credits of study may not be lower than the minimum credits stipulated by the University’s Study Regulations after deducting the credits of the dropped course.

Article 10 The input of results, credit calculation, and payment of credit fees for students dropping courses shall be conducted in accordance with the following regulations:

1. The dropped course shall be recorded in the current year’s transcript and previous years’ results. However, the designation “resignation of study” shall appear in the result column.

2. The credits of the dropped course shall not be included among the total credits studied for the current semester.
3. In accordance with regulations, the credit fee (credit, tuition and miscellaneous fees) of courses shall be paid before apply to the dropping.

Article 11 Other matters related to the course selection for students that are not stipulated herein shall be conducted in accordance with the University's Study Regulations and relevant regulations.

Article 12 The Guidelines and any subsequent revisions shall be promulgated by the President after approved by the Academic Affairs Meeting.