

國立成功大學學生選課辦法

NCKU Course Enrollment Regulations

86 學年度第二學期第一次教務會議通過

Approved by the 1st meeting of the Academic Affairs Council in the spring semester in the 1997-98 academic year

89.6.9 88 學年度第二學期第二次教務會議修正通過

Revised and Approved by the 2nd meeting of the Academic Affairs Council in the spring semester in the 1999-2000 academic year on June 9, 2000

95.6.13 94 學年度第三次教務會議修正通過

Revised and Approved by the 3rd meeting of the Academic Affairs Council in the 2005-06 academic year on June 13, 2006

96.10.19 96 學年度第一次教務會議修正通過

Revised and Approved by the 1st meeting of the Academic Affairs Council in the 2007-08 academic year on Oct. 19, 2007

99.11.17 99 學年度第一次教務會議修正通過

Revised and Approved by the 1st meeting of the Academic Affairs Council in the 2010-11 academic year on Nov. 17, 2010

102.11.26 102 學年度第一次教務會議修正通過

Revised and Approved by the 1st meeting of the Academic Affairs Council in the 2013-14 academic year on Nov. 26, 2013

105.2.25 104 學年度第二次教務會議修正通過

Revised and Approved by the 2nd meeting of the Academic Affairs Council in the 2015-16 academic year on Feb. 25, 2016

107.5.17 106 學年度第二次教務會議修正通過

Revised and Approved by the 2nd meeting of the Academic Affairs Council in the 2017-18 academic year on May. 17, 2018

第一條 國立成功大學（以下簡稱本校）為辦理學生學期選課事宜，依據本校學則第八條第一項規定，訂定本辦法。

Article 1 According to the first paragraph in Article Eight of National Cheng Kung University Academic Regulations, the NCKU Course Enrollment Regulations shall be established by National Cheng Kung University (NCKU) to administer any affairs with regard to course enrollments.

第二條 本校學生選課作業方式，分「初選」及「補選改選棄選」，各階段辦理時間、受理對象及方式，由教務處另行公告。

Article 2 NCKU students shall complete their course enrollments in the two stages of “preliminary enrollment” and “addition-or-cancellation enrollment,” as designated and published by the Office of Academic Affairs.

第三條 學生每學期修課學分規定如下：

一、學士班：

（一）第一學年至第三學年每學期不得少於十六學分，不得多於二十五學分；第四學年每學期不得少於九學分，不得多於二十五學分。

（二）五年制以上之學系，其應屆畢（結）業學年同前第四學年規定，其餘學年同第一至三學年規定。

（三）學期學業成績優良者，次學期得加選一至二科。學期學業成績優良標準，由各學系（所）另訂之。

(四) 學生若因輔系、雙主修、教育學程或其他特殊情況，經系主任專案簽請教務長核可者，得於當學期超修或減修學分。超修或減修學分至多以三科或六學分為限，但至少應修習一個科目。

二、碩博士班：至少需修習一科（含專題討論），學分不限。

惟修畢畢業學分數者，得於當學期成績單加註「撰寫論文」，無須選課。但各系所另有規定者，從其規定。

Article 3 NCKU students shall enroll with a specific number of credits designated for their programs in each semester, as follows:

1. Undergraduate programs:

- (1) Students on a four-year undergraduate program shall each enroll with 16 to 25 course credits per semester in the first three years of study, and with 9 to 25 course credits per semester in the fourth year of study.
- (2) Students on a five-year undergraduate program shall enroll with 16 to 25 course credits in the first four years of study, and 9 to 25 course credits in the fifth year of study.
- (3) Students who are judged to be academically outstanding by the standards of their department are entitled to enroll with one or two additional courses, thus going beyond the maximum of 25 course credits.
- (4) A student is allowed to be exempt from the minimum of 9 or 16 course credits and enroll with a minimum of three courses or six course credits under special circumstances (such as minor study, double-major study or the Educational Program), if this is approved by the vice president of academic affairs.

2. Graduate programs:

Graduate students shall enroll in a minimum of one course regardless of credits for each semester (a special-topic seminar can also be considered as one course in this context). Those who have completed their coursework with the credits required for graduation are exempt from any course enrollment, with their transcripts for the semester specifying “in the thesis/dissertation-writing process.” However, should there be other requirements designated by any graduate programs, students shall follow them to complete the course enrollments.

第四條 學生選課應符合下列規定：

- 一、學士班一年級之必修科目，均應選修，且不得改選他系，除經教務長核准者外。

- 二、應修之科目如有先修課程者，應將先修課程依該系規定修讀後，始得繼續修習後修之科目。
- 三、因特殊原因須延長一年始能參加實習者，如能提出實習該學年每學期學分數超過九學分以上者，其應屆畢業年度每學期選課得不受前條第一款不得少於九學分之限制。
- 四、當學期已註冊，於特殊情形補棄選截止日，仍未辦理選課者，除因奉派出國進修、研習、交換、修讀雙聯學位等或專案簽准外，經通知未依限補選課者，應令休學。休學期限已屆滿者，應令退學。
- 五、重修或補修之科目，應儘先修習。已修習及格或已核准抵免之相同科目，不得重選，但各學系或開課單位另有規定者，不在此限。
- 六、重複修習學分不計入應修最低畢業學分內，惟當學期成績及畢業成績，均列入計算。
- 七、不得選修衝堂之科目，違反者衝堂科目均以零分計。
- 八、選修彈性密集授課課程，依開課單位專簽核准公告辦理，該課程棄（退）選須至開課單位辦理。

Article 4 Students shall complete their course enrollment in compliance with the following rules:

- (1) Undergraduate freshman students shall enroll in all required courses in the first-year curriculum of their program. Any such required-course enrollment in other programs under exceptional circumstances shall be approved by the Vice President for Academic Affairs.
- (2) In order to enroll in any course with a prerequisite course, students are required to have first completed the latter before joining the former.
- (3) Students who are required under exceptional circumstances to defer graduation for one year in order to complete an internship/residency program will not be subjected to course enrollment with a minimum of nine credits per semester, as required of graduating students in the final year of study, on the provision that their course enrollment per semester in the deferral (additional) year exceeds nine credits.
- (4) Except for those who travel abroad for advanced study, research, academic exchange or an international dual degree, or those who are officially approved on a case-by-case basis, students who fail to complete course enrollment by the deadline of enrollment for course additions or withdrawals under special circumstances, and by the deadline specified in the notice for late enrollment, shall be ordered to suspend their studies for the semester. If a student's suspension has exceeded the allowable limit then they will be dismissed from school.
- (5) Students should give priority to enrolling in courses that they have

previously failed.No enrollment in a course that a student has previously completed, transferred or waived is allowed, except for those courses designated by specific departments with their own rules.

- (6) The number of credits resulting from a course re-enrollment will not count into the minimum number of credits for graduation, but will be used in the calculation of the total grade for the semester and for graduation.
- (7) No enrollment in two schedule-conflicting courses is allowed. The enrollment in two schedule-conflicting courses will result in a grade of zero for both courses.
- (8) Enrollment of any flexible intensive course offered by a department shall be administered according to its course-offering policy approved by the Office of Academic Affairs. Those who intend to drop (or withdraw from) any such course shall process their applications with the department offering the course.

第五條 學生於各階段選課選定課程後，應自行備份或列印選課結果，並於規定期限內於選課系統確認結果。未上網確認者，日後若發現選課錯誤，不得有所異議。

選課確認階段，學生若因影響畢業或所修學分數不符最低標準，得於該階段截止日前向授課教師、開課單位、就讀系所及教務單位請求補加選，惟學生若發現多選課程，不得棄選，僅得申請退選。

Article 5 Students should keep a file/copy of registration records at every stage of course enrollment, and shall make confirmation online as designated by the Office of Academic Affairs. Those who fail to confirm their course enrollment during the designated period shall not be eligible to carry out or change their course enrollment at a later date.

Those whose course enrollment applications fail to meet the related credit or graduation requirements shall consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. Those who are enrolled in more courses than expected are only allowed to withdraw from courses, which will be indicated on the transcript.

第六條 學生應依入學學年度之共同必修、各系所自訂必修科目及應修學分標準修習課程，並以選讀本系所開授者為準；如符合各系所選讀條件者，始得選修他系所開之科目。但有下列情形之一，不在此限：

一、轉學生、降級轉系學生，應依轉入年級學生之入學學年度為標準。

二、入學之當學年度第一學期即辦理休學者，應依其復學學年度為標準。

Article 6 Students are required to complete their course enrollment according to the curriculum requirements designated by NCKU and their major program established for their class level since their first year of admission.

Meanwhile, students may enroll in any courses in other programs if they meet their qualifications. However, there are two exceptional situations:

- (1) Transfer students shall complete their course enrollment in compliance with the curriculum requirements designated for the class-level they are transferred into since their first year of transfer.
- (2) Those who have completed their application for study suspension since their first year of admission shall complete their course enrollment in compliance with the curriculum requirements established for the class-level since their first year of study resumption.

第七條學生因故無法繼續修習課程，得依下列規定辦理退選：

一、申請退選之課程，應填妥退選單，於學期考試開始四週前經系所主管核准後，送註冊組辦理退選。

二、退選後修讀總學分不得低於最低應修學分數。

前項退選之科目不退學分費，該學分不計入當學期學分數，但仍須於學生中、英文成績單，成績欄以「W」登錄。

Article 7 Students who are unable to continue to study a course may apply for withdrawal from the course in the following way:

1. Students shall submit an application with a completed form of course withdrawal four weeks before the final examination week, which shall be approved by the department chair and processed by the Division of Registrar.
2. As a result of course withdrawal, the number of credits shall not be lower than the minimum required number of credits. No refund will be paid for course withdrawal and the credits will be excluded from the calculation in the number of credits completed for the semester. However, course withdrawal will be registered as W on the student's transcript.

第八條 本辦法未盡事宜，悉依本校學則、研究生章程及各開課單位相關規定及其他有關規章辦理。

Article 8 Any matters that are not covered in these regulations shall be administered according to National Cheng Kung University Academic Regulations,

NCKU Graduate Program Statute, related department curriculum rules and other related regulations.

第九條 本辦法經教務會議通過後公布實施，修正時亦同。

Article 9 These Regulations should be approved by the Academic Affairs Council before taking effect, as should any amendments to them.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.