

Fu Jen Catholic University Regulations for Course Selection and Registration

Passed upon Amendment at the Sixth Executive Council

March 8, 2012

Article 1: To provide students with guidance for course selection and registration, “Fu Jen Catholic University Regulations for Course Selection and Registration” are formulated in accordance with Article 11 of the University Academic Policies (hereafter the Regulations.)

Article 2: Students should proceed with course registration in accordance with related regulations and the course registration guidelines issued by their home departments (or programs), individual colleges or schools, and the Holistic Education Center (HEC).

Article 3: Some departments divide students into two groups in each academic level. Students should register first for courses that are offered specifically to their groups by their home departments. If, however, their home departments (or programs) have different regulations for course registration, or if students encounter scheduling conflicts between courses, they are not subject to this regulation upon approval by their department chair (or program director).

Article 4: During the period for correction of registration errors, students who have registered for courses offered outside of their home departments should obtain approval from their home department chairs (or program directors) and the directors of the centers, offices, or academic programs offering the courses. Due to limited facility, lack of seating, or class size limit, students may be rejected enrollment in certain classes.

Article 5: Undergraduates of the Day Division who began enrollment before (or in) the academic year of 2004 were required to take Physical Education (PE) every semester from the freshman year to the junior year. Enrolling after (or in) the academic year of 2005, undergraduates would be required to take Physical PE every semester during both freshman and sophomore years. Students who obtain approval for course waivers from the Office of Academic Affairs are not subject to this regulation. Students who have a failing grade or lack credits for a required PE course may repeat or make up for the credits in any semester or in the summer during both freshman and sophomore years, but they can enroll in only two PE courses in each semester.

Article 6: Enrolling after (or in) the academic year of 1995, undergraduates would be required to take Military Training in both semesters of the freshman year. Students who obtain approval for course waivers from the Office of Academic Affairs are not subject to this regulation.

Article 7: For sequential courses, students should pass a course that is lower in the sequence before taking a more advanced course. If, for any special reasons, students obtain approval from the department chair (or program director) to take these courses out of order, then they are not subject to this regulation.

Article 8: For yearlong courses, students have to take the fall semester class before they can take the spring semester class. If they obtain approval from both the instructor and the department chair (or program director) to do otherwise, then they are not subject to this regulation.

Article 9: For undergraduate students (of both the Day Division and the SOCE) taking yearlong courses, when they get a failing grade for a fall semester class and the grade is above 50, they can still continue with the spring semester class. If the failing grade is below 50, students have to obtain approval from both the instructor and the department chair first so that they can continue with the spring semester class.

Article 10: After the deadline for correction of registration errors, if scheduling conflicts still show up in the student course list, the Curriculum Division of the Office of Academic Affairs can enforce that students keep one course and drop all others that have time conflict with it.

Article 11: Freshmen, sophomores and juniors of the Day Division are required to take a minimum of 12 credits each semester, while seniors should take 9. Freshmen of the CEBA Program are required to take a minimum of 10 credits each semester, while sophomores, juniors and seniors should take 9. Students permitted an extension of the time limit for degree completion or students enrolled in the School of Medicine for five years (or more) are not subject to the afore-mentioned minimum credit requirements when they have to repeat certain required courses for which they have a failing grade. Undergraduates of the Day Division who take more than 32 credits every semester (not including medical students) due to special circumstances should

obtain approval from both the department mentor and the chair.

The number of credits required of master's and doctoral students in each semester will be decided by individual programs.

When a student does not meet the minimum credit requirements, the individual department (or program) should take the initiative to inquire into the situation and provide the student with necessary counseling. If the student does not make any progress afterwards, he or she will be expelled from the University.

Article 12: Students should pay their tuition and fees charged per credit, internship fees or other related fees within the designated period of time. If they fail to do so and they do not apply to drop a course during the registration period, the registration of the course will stay recorded. Moreover, as Article 10 of the University Academic Policies rules, they will not be able to register for the following semester, and the graduating students will not be awarded their diplomas.

Article 13: Students should closely review their student course list and then submit it to the Office of Academic Affairs for record keeping by the designated date. When there is any controversy regarding course registration, the student course list updated after the add/drop period will serve as the basis for arbitration. Courses that are not on the list will not count even if students do go to class; courses that are on the list will be given a grade of zero if students stop showing up in class without having dropped the class. If students do not submit their student course list, the Office of Academic Affairs will rely on the electronic file of their list kept in the Office information system as the final record.

Article 14: If a student cannot continue with a course after the add/drop period due to special circumstances, he or she can apply for a course withdrawal. The student should fill out the Course Withdrawal Form and submit the form to the Office of Academic Affairs upon approval by both the instructor and the department chair (or program director). The application for course withdrawal should be submitted no later than one month before the final exam week designated on the school calendar.

Article 15: Students can apply to withdraw from only one course each semester. Nevertheless, students who can provide supporting documents for any special incidents and then obtain the approval of the instructor, their home department chair (or program director), and the Dean of Academic Affairs will not be subject to this regulation.

After applying for a course withdrawal, a master's or doctoral student should remain enrolled in at least one course (including Thesis or Dissertation Writing), while an undergraduate of the Day Division should enroll in no less than 9 credits, and a CEBA student no less than 6 credits. Master's and doctoral students in the last year of their graduate career, and undergraduates permitted an extension of time limit for degree completion, should be enrolled in at least one course after submitting a course withdrawal.

Article 16: Courses that are withdrawn will stay recorded on a student's transcripts with a remark of "Withdrawal" in the grade column. Credits for these courses will not count toward the total number of credits taken for the semester when course withdrawals are filed.

Article 17: When a student withdraws from a course, the required tuition and fees already paid for the course (charged in flat rate or per credit) will not be refunded. If the student has not yet paid the tuition and fees, he or she still has to make the payment.

Article 18: All departments (including all degree programs) should set up their own guidelines for course registration. These guidelines should be submitted for reference to the Academic Affairs Council after being passed at the Curriculum Committee meetings at the department, college, and University levels.

Article 19: All other issues that are not covered in these regulations will follow the University Policies and related rules and regulations.

Article 20: These regulations were passed at the Academic Affairs Council, and were promulgated and implemented upon approval by the President. The same procedure will be followed for each amendment.