

**NATIONAL TAIWAN OCEAN UNIVERSITY**  
**REGULATIONS GOVERNING COURSE SELECTION AND REGISTRATION**

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Article 1

The Regulations are enacted in accordance with Article 8 of the Study Regulations of the National Taiwan Ocean University (NTOU).

Article 2

A student processing the course selection should observe the compulsory course list of each department/graduate institute and meet requirement of minimum credits for graduation as regulated by the University.

Article 3

A student processing the course selection should comply with the following provisions:

1. Course selection should be made within the given deadline announced by the University. Request for course registration beyond the deadline shall not be processed.
2. A department/graduate institute should give priority to its students to select courses offered by this department/graduate institute.

Article 4

An undergraduate student (day division) shall take a maximum of 25 credits

per semester. However, in terms of the requirement of minimum credits, an undergraduate student should take at least 16 credits per semester in his/her freshman, sophomore and junior years, and at least 9 credits per semester in his/her senior year.

A graduate student (including a student of an in-service master's program) may take a maximum of 22 credits per semester, and should take at least one course in a semester.

An undergraduate student of the Continuing and Extension Education Program shall take a maximum of 25 credits and a minimum of 9 credits per semester. However, at least 6 credits should be taken in his/her final academic year before graduation.

An undergraduate student, a graduate student (including a student of an in-service master's program), or an undergraduate student of a Continuing and Extension Education program whose average score of the previous semester is among top 20% of his/her class and who intends to take credits more than the maximum credits requirement per semester may file an application for a credit overload pursuant to the administrative procedures; however, the maximum number of courses allowed for a student to overload is two courses.

A student who extends his/her study duration should take at least one course per semester; Failure to register for any course or meet the requirement of minimum credits for each semester shall be deemed as an enrolled student with incomplete course registration. A student, who is duly notified through a written notice, still fails to process the matter at the Division of Registration and Curriculum (or Division of Continuing and Extension Education for a student of the continuing and extension education program) shall be suspended from the University in accordance with the Study Regulations of the NTOU.

#### Article 5

In addition to the compulsory courses, an undergraduate student, during the period of his/her study, should likewise obtain the credits of general education courses prescribed by the University Curriculum Committee before he/she is approved to graduate from the University. An undergraduate of the Continuing and Extension Education program is required to fulfill at least 4-credit-hour courses about liberal education during the period of study.

A foreign graduate student (excluding overseas Chinese students) should follow the Regulations for his/her course registration, and take the course of

Chinese for four semesters before the student is approved to graduate from the University. The credits of the Chinese course will not be included in the total number of credits required for graduation. Foreign students of a special program ratified and sponsored by the Ministry of Education or other institutions shall follow the regulations of the sponsoring agency or institutions in terms of the requirement of Chinese course study.

#### Article 6

A student may process registration of inter-university course pursuant to the Regulations Governing the Inter-university Course Selection of the NTOU; however, the student may only take courses which are not offered by the University. Moreover, the number of credits of the interuniversity courses should not exceed one-third of the total number of course credits taken by a student in a semester. Such provision is not applicable to a student who extends his/her study duration and takes no more than six credits.

The preceding paragraph shall not apply to an undergraduate student of the Continuing and Extension Education program and a graduate student of an in-service master's program.

#### Article 7

A student may take a second specialization program (exclusive of educational program) offered by the University during the period of study.

#### Article 8

When a student takes a two-semester course only for one semester, the credit(s) earned from the course should not be included in the total number of credits required for graduation.

#### Article 9

A student whose score of a two-semester course is below 40 in the first semester is not allowed to continue taking the course in the second semester; furthermore, credits earned from the course in one semester should not be included in the total number of credits required for graduation.

#### Article 10

A student taking courses offered by other department(s) shall obtain the approval of the student's major department and the prior consent of the course-offering department. When courses taken are not related to the

student's major department, credits earned from these courses shall not be included in the total number of credits required for graduation.

#### Article 11

Enrolling in overlapping courses is prohibited. If a student is found to register for classes that overlap, such courses shall be given a score of zero, and the score will be included in the calculation of the semester average.

#### Article 12

A student is not allowed to retake a course which the student has already passed. The credit(s) earned from a retaken course shall not be included in the calculation of the semester average and the total credits for graduation.

#### Article 13

Retaking a physical education course is limited to one course of the physical education every semester, that is, a student is not allowed to take the courses of physical education for three semesters in one semester. Where a student is required to make up a physical education course due to failure to register for the course in the previous semester, the student should not take the courses of the physical education for two semesters in one semester.

#### Article 14

A student of the Day Division is not allowed to take the courses offered by the Continuing and Extension Education program. However, a student of the Continuing and Extension Education program may take courses offered by the Day Division, and credit(s) earned from the course(s) may be included in the credits for graduation. The number of course credits and the courses offered to students of the Continuing and Extension Education program should be defined by respective departments/graduate institutes and implemented upon approval of the Dean of Academic Affairs; such provision does not apply to students of the educational program.

#### Article 15

A student transferred from another department or university may apply for the credit transfer pursuant to the Course Credit Transfer/Waiver Guidelines of the University provided that a course previously passed by the student has the same title and number of credits with the required course offered by the department to which the student transfers.

#### Article 16

A student who extends the study duration (including a student who extends the study duration for pursuing a dual degree, taking a minor or attending the educational program) should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension Education program. The student taking more than nine credits in a semester of the extended academic year should pay full amount of tuition fees for students of the Day Division, excluding the courses taken in the educational program. A student of the educational program should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension and Education program.

#### Article 17

An undergraduate student taking a course offered for a master's program or a doctoral program need not pay credit fee for any course taken.

#### Article 18

A student, who fails to make a payment by the due date, will be charged a fine for the late payment which is calculated from the due date, as shown below:

1. NTD 100 will be charged for each day that the payment is late.
2. A student, who fails to give payment ten days after the due date, shall be deprived of the right to process course selection for the next semester until payment is given.

#### Article 19

Matters not covered in the Regulations shall be processed in accordance with the Study Regulations and other related rules and regulations of the University.

#### Article 20

The Regulations shall be enacted for implementation upon approval of the Academic Affairs Committee and ratification of the President of the National Taiwan Ocean University.

**Note : The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.**