

東海大學學生選課辦法

THU Course Selection Regulations for Students

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第一章 總則

Chapter I General Principles

第一條 為辦理本校學生學期選課事宜，訂定東海大學學生選課辦法（下稱本辦法）。

Article 1 The THU Course Selection Regulations for Students (hereinafter referred to as Regulations) are established to guide student course selection.

第二條 選課作業依本校行事曆所訂日期辦理，包括預選、加退選、確認課表及停修。各階段選課作業日期及方式等事項，教務處得依實際需要另行公告並記載於選課說明。因天災或其他不可抗力之情況，教務處得公告調整各階段選課時程。

Article 2 Course selection processes, including course pre-selection, course add/drop, schedule confirmation, and course withdrawal shall comply with accordance with the specific dates in the University Academic Calendar. Course selection dates and details for each stage shall be announced by the Office of Academic Affairs in the Course Selection Guide when necessary. In the case of natural disasters or force majeure, the Office of Academic Affairs shall announce changes to course selection schedules.

第三條 學生應依照個人入學學年度之校訂共同必修，系、所、學位學程（以下稱系所）所訂必修科目及應修學分標準修習課程。但下列學生例外：
一、轉學生、轉學生提高編級、降級轉系學生，應以轉入年級之入學學年度為標準。
二、學生入學之當年度第一學期即辦理休學者，應以其復學學年度為標準。

Article 3 Students shall select common required courses according to university course requirements for their year of enrollment as well as compulsory courses and required credits according to course requirements set forth by their department, institute, and degree program. Exceptions apply to the following students:

- I. Transfer students, transfer students transferring into a higher grade level, and students changing major into a lower grade level should comply with course requirements for the grade level they transfer into.

II. Students who apply for suspension at the start of the first semester of their first year shall comply with course requirements for the year they return.

第四條 學士班學生應修習下列課程及學分數：

- 一、共同必修課程：各學年度入學學生應修習之共同必修課程。
- 二、通識課程。
- 三、各學系自訂之應修科目及學分數。

Article 4 Undergraduates shall enroll in the following courses and credits:

I. Common Required Courses: All students, regardless of enrollment year, shall enroll in common required courses.

II. General Education Courses.

III. Compulsory courses and credits as prescribed by each department.

第五條 研究所課程以開放學士班三年級以上學生修習為原則，且應於該課程註記修習系級。

Article 5 Undergraduates in grades three (3) or above may enroll in master's level courses and shall specify their department and grade level in the course notes.

第六條 學生每學期修課學分上限規定如下：

- 一、碩、博士班：各學系自訂；有修習教育學程或補修學士班課程者，不得多於二十八學分（不含論文、畢業製作）。
- 二、學士班：二十八學分；最高年級得超修至三十一學分，並於第四學年(建築系五年級)每學期第二週申請。

Article 6 Credit limits (cap) for each semester are as follows:

I. Master's and doctoral students: As prescribed by the program. Students in the education program or retaking undergraduate courses shall enroll in no more than 28 credits (excluding thesis or graduation projects).

II. Undergraduate students: 28 credits; students in year four (4) or above may apply for course overload to 31 credits. Course overload applications will be available to students in the second week of each semester starting from their fourth year (fifth year of Department of Architecture students).

第七條 學生每學期修課學分下限規定如下：

- 一、碩、博士班：各系所自訂；至少修習一科（含論文、畢業製作），不限學分。
- 二、來校交換、訪問學生：至少修習一科，不限學分。
- 三、學士班：十二學分；最高年級為九學分。
- 四、進修學士班：九學分。

學士班延長修業年限之學生，至少應修習一科，學分不限。學士班修

課學分低於下限者，均應填寫低修確認書；最高年級學生（不含延長修業年限者），應經系主任簽章核可。其他年級學生則經導師、系主任簽章核可。

Article 7 Credit limits (minimum) for each semester are as follows:

- I. Master's and doctoral students: As prescribed by the program, but students shall enroll in at least one course (incl. thesis or graduation project) regardless of credits.
- II. Exchange students at THU: At least one course, regardless of credits.
- III. Undergraduate students: 12 credits; 9 credits for students in year four (4) or above.
- IV: In-service undergraduate students: 9 credits.

Undergraduate students in their extended study period shall enroll in at least one course, regardless of credits. Undergraduate students wishing to apply for course underload shall complete the Course Underload Letter. Students in year four (4) or above (excluding those who have extended their study period) will require only a stamped approval from their department chairman. Students in other grade levels require stamped approval from their advisor and department chairman.

第八條 學生選課之特別規定如下：

- 一、學生不得同時修習相同上課時間衝堂之課程，系統擇一刪除課程。
- 二、休學學生應完成復學手續後始得選課。
- 三、雙重學籍學生，不得於同一學期用不同學號修習相同課程代號的課程。
- 四、經本校核准境外研修(實習)、交換、雙聯之學生，出國期間不得在本校選課。提前於暑期實習及境外實習之課程不在此限。
- 五、來校交換、訪問學生選課不受先修科目條件限制，且得不受前條學分下限規定限制。但開課系所、單位或授課教師另有規定者，從其規定。
- 六、校際選課：本校學生至外校選課或外校學生至本校選課，中台灣大學系統（M6）、優久大學聯盟（U9）學生依簽訂校際選課合作協議書辦理選課。外校生應於本校開學二週內、本校生應於本校開學四週內，以書面完成全部申請程序。

Article 8 Special provisions for student course selection:

- I. Students shall not enroll in courses with conflicting schedules. The course selection system will automatically remove one of the overlapping courses.
- II. Students who have previously suspended their studies shall complete all re-enrollment procedures before commencing course selection.

- III. Double registration students shall not enroll in the same course (of the same course code) under two different student ID numbers during a single semester.
- IV. Students who have received permission to study (intern) overseas shall not be permitted to engage in course selection at THU. Exceptions apply to those studying or interning overseas during the summer.
- V. Exchange or visiting students at THU are not subject to prerequisites or credit limits (minimum) unless otherwise specified by the department, teaching unit, or instructor offering the course.
- VI. Cross-campus Course Selection: THU students enrolling in courses offered by other universities and students from other universities enrolling in THU courses shall comply with cross-campus course selection agreements signed under the Mid-Taiwan University System (M6) or Excellent Long-Established University Consortium of Taiwan (U9). All application procedures shall be completed within (1) two weeks of the start of the semester according to THU's calendar for students of other universities and (2) four weeks of the start of the semester according to THU's calendars for THU students.

第九條 學生逾期未繳費註冊，依本校學則規定應令休學者，當學期之選課無效，已選上課程應予註銷。學生已註冊未選課，依本校學則規定應令其休學，學士班延長修業年限之學生，其所缺必修課程學分為次學期課程者，不在此限。

Article 9 Students who fail to register or make payments before deadlines shall be ordered to withdraw from the university according to the Academic Regulations. All course selections and enrolled courses will be voided. Registered students who fail to select courses will also be ordered to withdraw from the university according to the Academic Regulations. Exceptions apply to undergraduate students in their extended study period who are required to retake courses in the following semester.

第十條 學生應於各階段選課公告後，自行備份或列印選課結果，並於規定日期內至學生資訊系統確認所選課程。

Article 10 Students shall keep their own copy or print their course schedules after each stage of course selection and confirm all enrolled courses on the Student Info System within prescribed dates.

第二章 網路選課(預選、網路加退選)

Chapter II Online Course Selection (Pre-selection & Online Add/Drop)

第十一條 為簡化選課手續，教務處得於選課作業開始之前，依開課系所設定

之課程修習系級進行必修、必選課程預先帶入作業。學士班延長修業年限學生不進行必修課程帶入作業。

Article 11 To streamline the course selection process, the Office of Academic Affairs will, before course selection begins, import compulsory courses and required electives to student schedules in the system based on their department and grade level. Automatic course imports will not be provided to undergraduate students in their extended study period.

第十二條 各階段(預選、第一及第二階段)網路加選，須符合各課程之選課規定，採先登記後統一分發之方式辦理。各階段所登記各領域之課程，其分發順序及規則依教務處公告。

Article 12 All stages of online course selection (pre-selection, first stage, and second stage) must comply with course selection rules of each course. Students will first select courses, and then the system will assign the courses accordingly. Assignment priority and rules of all courses at each stage will be announced by the Office of Academic Affairs.

第十三條 各階段(預選、第一及第二階段)網路退選，採當日登記儲存，學校次一上班日執行刪除，之後可查詢退選結果。

Article 13 Courses dropped during the online selection period (pre-selection, first stage, or second stage) will take effect once students register and save to drop a course. On the following workday, the course will be removed, and students will be able to access dropped courses.

第十四條 預選、第一階段網路加選分發作業結束後，進行下列擋修處理作業：
一、先修課程未修、未達50分(等第制D)、停修者，擋修續修課程。
二、學年課程上期課程未修、未達50分(等第制D)、停修者，擋修下期課程。
三、續修成績標準為50分(等第制D)，但開課學系另有規定者，從其規定。
四、有特殊情形須解除擋修者，需經授課教師及開課系所、單位同意後辦理。

Article 14 After the pre-selection and first stage of online course selection is completed, some courses may be blocked to certain students for the following reasons:

- I. Courses with a prerequisite will be blocked off to students who have yet to complete the prerequisite, failed to score a grade of 50 (or D) in the prerequisite, or withdrew from the prerequisite.
- II. Second semester (II) courses will be blocked off to students who have yet to complete, failed to score a grade of 50, or withdrew from the first semester (I) course.

- III. To take a course with prerequisites, students must score a minimum grade of 50 (D) in the prerequisite unless otherwise specified by the teaching unit.
- IV. Students who need to enroll in blocked courses shall secure approval from the instructor and teaching unit.

第三章 特殊加退選課

Chapter III Special Add/Drop & Course Selection

第十五條 開學後特殊(人工)加選之辦理時程如下：
每學期第二週辦理特殊加選，由開課系所、單位公告所授課程之加選日期及方式，由教務處統一公告。

Article 15 Special (Manual) Add Periods begin after the start of school and follow timelines below:

Students can add courses manually during the second week of school. The teaching unit will determine how and when to add these courses, which will be compiled and then announced by the Office of Academic Affairs.

第十六條 開學後特殊(人工)退選之辦理時程如下：
學生每學期第三、四週於學生資訊系統申請辦理特殊退選，處理程序分下列二種方式，依授課教師課程設定辦理：
一、儲存送出視同核可。
二、需印出紙本並完成簽核（授課教師、就讀系所主任）後送至教務處審核辦理。於二日後查詢退選結果。學生逾期未退選，不得再辦理退選，僅得依本辦法之規定申請停修。

Article 16 Special (Manual) Drop Periods begin after the start of school and follow timelines below:

During the third and fourth week of school, students can apply to drop courses in the Student Info System. There are two ways to drop courses at this time, please comply with the method determined by the instructor.

- I. Save and submit on the Student Info System.
- II. Print out a form for signed approval (from the instructor or your department chairman) and then submit the form to the Office of Academic Affairs. Results will be available in two days. Students who fail to drop courses before the deadline will no longer be able to drop courses and may only choose to withdraw from the course according to the Regulations herein.

第十七條 有下列情形之一者，已選課程應予註銷：
一、不具教育學程修讀資格者，修習限教育學程學生修習之課程。
二、選課前本校課程資訊網各課程備註欄已註明課程之要求，而學

- 生無法配合，經授課教師通知開課系所、單位處理者。
- 三、逾期末註冊者。
 - 四、延長修業年限學生應繳交學（分）費等各項費用之課程，於學期第五週結束前仍未繳費者。
 - 五、因課程時間異動導致已選上之課程衝堂，且學生未於網路加退選截止前自行退選者，依本辦法第八條第一項第一款規定予以註銷。

Article 17 Enrolled courses will be voided given the following circumstances:

- I. Students who have enrolled in education program courses but are not eligible to do so.
- II. Students who are unable to comply with course requirements detailed in the course syllabus online at the time of course selection. Instructors shall notify the teaching unit to void the student's enrollment.
- III. Students who have failed to register at THU before the deadline.
- IV. Students in their extended study period who are required to pay for credit fees for enrolled courses but fail to do so before the end of the fifth week of school.
- V. Students who have overlapping courses (due to a schedule change in one of the courses) but fail to drop one of the courses before the online add/drop period. One of the courses will be voided in compliance with Article 8.1.1 herein.

第十八條 學生有下列情形之一者，得於開學第三週結束前至教務處申請「教師同意加選單」，經授課教師簽章同意後送教務處辦理加選：

- 一、應屆畢業生、延長修業年限學生，不加修該課無法畢業者。
- 二、本學期選課未達修課學分下限規定者。
- 三、其他經教師專業判斷同意學生修課者。

Article 18 The following students may apply for an Instructor Approval Form for Course Selection from the Office of Academic Affairs before the end of the third week of school and enroll in a course by submitting the signed (by instructor) form to the Office of Academic Affairs:

- I. Graduating students or students in their extended study period who are unable to graduate without the course.
- II. Students who have yet to meet the minimum credit requirement for the semester.
- III. Students approved by the instructors to enroll in the course.

第四章 選課確認

Chapter IV Class Schedule Confirmation

第十九條 學生應於學期第四週結束前，於學生資訊系統確認選課結果。未上網確認者，不再受理加退選作業。

Article 19 Students should confirm their class schedules on the Student Info System before the end of the fourth week of school. Those who fail to confirm online will no longer be able to access add/drop functions online.

第二十條 選課確認階段，應屆畢業生有缺科目、學分者，得於開學第五週結束前至教務處申請「特殊加選單」，經授課教師、就讀系所主任簽章同意後，送教務處辦理。選課確認階段結束後，學生多選之課程，不得退選，僅得申請停修。

Article 20 After the confirmation stage, graduating students with missing subjects or credits may apply for a Special Course Selection Form from the Office of Academic Affairs before the end of the fifth week of school and enroll in a course by submitting the signed (by instructor and department chairman) form to the Office of Academic Affairs. After the confirmation stage, students will no longer be able to drop courses and can only withdraw from courses.

第五章 停修

Chapter V Withdrawal

第二十一條 學生每學期至多得申請停修二門科目，且不限學制，不限科目（不須被預警）；但停修後之學分數不得低於該學期修課學分下限規定。已選課程之學分低於下限者不得申請停修。

Article 21 Students, of all academic programs, are permitted to withdraw from any two courses each semester. However, students must ensure that their credits still meet the minimum credit requirement after withdrawal. Students who are already undertaking course underload for the semester shall not apply to withdraw from any courses.

第二十二條 學生應依依行事曆公告之停修時程，於學生資訊系統填寫「停修申請單」，申請停修，處理程序分下列二種方式，依授課教師課程設定辦理：

- 一、儲存送出視同核可。
- 二、需印出紙本並完成簽核（授課教師、就讀系所主任）後送至教務處審核處理。於二日後查詢停修結果。

Article 22 **Students shall follow the course withdrawal schedule as announced in the academic calendar, and submit the "Course Withdrawal Application Form" via the Student Information System to apply for course withdrawal.** There are two ways to withdraw from a course, please comply with the method

determined by the instructor.

I. Save and submit on the Student Info System.

II. Print out a form for signed approval (from the instructor or your department chairman) and then submit the form to the Office of Academic Affairs. Results will be available in two days.

第六章 其他

Chapter VI Miscellaneous

第二十三條 學生未依本辦法之規定辦理選課而自行修讀之科目、學分、成績概不予承認。各單位開課總學分數上限，應依教務處核定之學分數開課。

Article 23 Subjects, credits, and grades from courses that students partake in beyond the regulations herein will not be recognized by THU. Each department's total credit limit for course offerings shall be determined based on the credits approved by the Office of Academic Affairs.

第二十四條 暑期課程另依本校學則、暑期開班授課辦法及教務處公告之暑期修課相關注意事項辦理。

Article 24 Summer courses will be subject to Academic Regulations, THU Regulations for Summer Courses, and other related guidelines announced by the Office of Academic Affairs.

第二十五條 本辦法如有未盡事宜，悉依本校學則及相關規定辦理。

Article 25 Other matters not specified herein shall be handled in compliance with the Academic Regulations and related rules.

第二十六條 本辦法經教務會議通過後，公告施行。

Article 26 The Regulations herein shall be promulgated upon approval by the Academic Affairs Meeting.