

健行科技大學大學部學生選課辦法

Regulations for Undergraduate Student Course Selection

Chien Hsin University of Science and Technology

中華民國 93 年 03 月 31 日教務會議修訂通過

中華民國 93 年 12 月 24 日教務會議修訂通過

中華民國 101 年 6 月 13 日校務會議通過修訂名稱

中華民國 103 年 4 月 16 日教務會議修訂通過

中華民國 103 年 11 月 5 日教務會議修訂通過

中華民國 104 年 4 月 22 日教務會議修訂通過

中華民國 105 年 11 月 2 日教務會議修訂通過

中華民國 106 年 4 月 21 日教務會議修訂通過

中華民國 110 年 6 月 25 日教務會議修訂通過

中華民國 113 年 4 月 24 日教務會議修訂通過

中華民國 114 年 11 月 14 日教務會議修訂通過

第1條 健行科技大學(以下簡稱本校)為規範學生選課事宜，依學則規定訂定「健行科技大學大學部學生選課辦法」(以下簡稱本辦法)。

Chien Hsin University of Science and Technology (hereinafter referred to as "the University") has established the "Regulations for Undergraduate Student Course Selection Chien Hsin University of Science and Technology" (hereinafter referred to as "Regulations") in accordance with the Academic Regulations to govern student course selection matters.

第2條 本校選課作業分為二階段實施：第一階段於每學期結束前辦理下學期選課；第二階段於開學前一星期至開學後一星期辦理加退選課作業為原則。新生入學第一學期直接進入第二階段選課作業。

The course selection process at the University is implemented in two phases: the first phase is conducted before the end of each semester for course selection for the following semester; the second phase is conducted from one week before the start of the semester to one week after the start of the semester for adding and dropping courses. New students directly enter the second phase of course selection in their first semester.

第3條 學生每學期修習學分，按下列規定辦理：

Students' credit hours per semester shall be handled according to the following regulations:

一、一至三年級至少16學分，至多25學分。四年級至少9學分，至多25學分。

First to third year students: at least 16 credit hours and at most 25 credit hours.

Fourth year students: at least 9 credit hours and at most 25 credit hours.

二、進修部學生每學期修習學分數，上限依前款之規定，下限不得少於9學分。

The maximum number of credit hours for continuing education students per semester shall be as stipulated in the preceding paragraph, and the minimum shall not be less than 9 credits.

學期選課作業結束後，若學生未達應修習學分數下限，系(所)得輔導選課至滿足應修習學分數下限止。

After the semester's course selection process concludes, if a student has not met the minimum required credit hours, the department may advise and assist the student in selecting courses until the minimum credit requirement is met.

第4條 符合下列情形之學生其學分修習下限得不受前條之限制，惟仍須至少修習9學分：

Students meeting the following conditions may be exempt from the preceding article's minimum credit hour requirement, but must still complete at least 9 credit hours:

一、當學期參與校外實習課程。

Participation in off-campus internship courses during the semester.

二、學生因懷孕、分娩或撫育三歲以下子女以及身心障礙生，經簽陳同意減修學分。

Credit reduction due to pregnancy, childbirth, caring for children under three years old, or disability, with signed approval.

三、前學期不及格學分數達10學分，經簽核同意者。

Failure to complete 10 credit hours in the previous semester, with signed approval.

第5條 前學期平均成績達全班前10%或該系組全年級(班級數超過二班者)前15%者，得經申請同意後於學分上限外，酌增修課學分數3學分。

Students whose average grade in the previous semester was in the top 10% of their class or in the top 15% of the entire grade in their department (or group with more than two classes) may, upon application and approval, be granted an additional 3 credit hours beyond the maximum credit hour requirement.

第6條 日間部、進修部跨部修習學分，全學期以不超過當學期修習學分數三分之一為原則，且有下列情形之一經申請核可後，方可修習：

Students in the Daytime and Continuing Education programs may take additional credits across departments, provided the total credits for that semester do not exceed one-third of the total credits for that semester, and the following conditions are met and approval is granted:

一、加修輔系組學生，其加修科目與本系所修之科目時間衝突者。

Students adding a minor whose courses conflict with courses already taken in

their primary department.

二、應屆畢業生所選讀之科目時間衝突而影響畢業者。

Graduating students whose chosen courses conflict with their graduation schedule.

三、應屆畢業生選讀該學制未開設或因達人數上限無法選入之課程。

Graduating students enrolling in courses not offered in the program or unable to enroll due to enrollment limits.

四、因本系必修科目停開而須補修該科目學分者。

Students needing to make up credits for courses that are discontinued by the department.

五、延修生、轉入三年級轉學生或參與學期實習課程學生，經所屬系所同意者。

Students extending their studies, transferring to the third year, or participating in semester internships, with the consent of their respective departments.

其它狀況特殊經專案簽核，不受上述限制。

Other special cases requiring special approval are not subject to the above restrictions.

第7條 大學部三年級、四年級學生得修讀研究所課程。

所修研究所科目學分包括每學期限修學分數、學業成績不及格之退學標準及大學部畢業總學分內計算，其成績及格標準依大學部規定(60分以上為及格)。

Third- and fourth-year undergraduate students may take graduate-level courses.

The credits for graduate university courses include the required credits for each semester, the dismissal criteria for failing grades, and the total credits required for undergraduate graduation. The passing grade is based on undergraduate regulations (60 points or above is considered passing).

第8條 學生加選或退選課程，應於每學期規定期限內為之。加退選後，即不得以任何理由要求加選或退選課程，惟因情況特殊，經申請許可者，可在加退選截止後一星期內為之。

Students must add or drop courses within the specified period each semester. Once added or dropped, no further requests to add or drop courses are permitted for any reason. However, in exceptional circumstances, with permission, this may be done within one week after the deadline.

第9條 學生每學期所修科目以本校選課系統登錄之資料為準。凡未選之科目，雖有成績，不予登記；已選之科目，未經退選不得中途放棄，否則成績以零分登錄，併入學期總平均計算。

The courses taken by students each semester are based on the information registered in the university's course selection system. Courses not selected, even with grades, will not be registered; selected courses cannot be abandoned midway without being dropped, otherwise the grade will be recorded as zero and included in the semester

Grade Point Average (GPA) calculation.

第10條 新舊課程重補修科目及相關抵免，悉依「健行科技大學學生抵免學分辦法」辦理。

Retaking, making up, and waiving credits for new and old curriculum courses shall be handled in accordance with the "Chien Hsin University of Science and Technology Regulations for Student Credit Waiver and Transfer".

第11條 本班已有開設之必修課程，除經專案簽准外，不得至其他班選課。

Students may not take required courses already offered in this class from other classes without special approval.

第12條 校際相互選課，選修他校課程應以本校未開課之課程為限，並且須經本校及他校同意惟其所修學分數以不超過當學期修習學分數三分之一為原則。

Inter-university course selection is permitted, but only for courses not offered in this university, and requires the consent of both this university and the other university. The total credit hours taken shall not exceed one-third of the total credit hours for the semester.

第13條 本辦法經教務會議通過，陳請校長核定後實行，修訂時亦同。

This regulation shall be implemented after being approved by the academic affairs meeting and submitted to the principal for approval. The same procedure applies to any revisions.