

Fu Jen Catholic University

Regulations Governing Course Selection and Registration

Amendments Approved at the Seventh Meeting of the Executive Council for the 1999-2000 Academic Year on April 13, 2000

Amendments Approved at the Tenth Meeting of the Executive Council for the 2000-2001 Academic Year on July 5, 2001

Amendments Approved at the Second Meeting of the Academic Affairs Council for the 2004-2005 Academic Year on May 19, 2005

Amendments Approved at the Second Meeting of the Academic Affairs Council for the 2005-2006 Academic Year on May 4, 2006

Amendments Approved at the Second Meeting of the Academic Affairs Council for the 2006-2007 Academic Year on April 19, 2007

Amendments Approved at the Second Meeting of the Academic Affairs Council for the 2009-2010 Academic Year on April 29, 2010

Amendments Approved at the Second Meeting of the Academic Affairs Council for the 2010-2011 Academic Year on April 21, 2011

Amendments Approved at the Sixth Meeting of the Executive Council for the 2011-2012 Academic Year on March 8, 2012

Amendments Approved at the Extraordinary Meeting of the Academic Affairs Council for the Second Semester of the 2016-2017 Academic Year on June 2, 2016

Amendments Approved at the Meeting of the Academic Affairs Council for the First Semester of the 2018-2019 Academic Year on November 29, 2018

Amendments Approved at the Meeting of the Academic Affairs Council for the First Semester of the 2021-2022 Academic Year on November 25, 2021

Article 1

Regulations Governing Course Selection and Registration (“the Regulations”) were formulated in accordance with Article 11 of Fu Jen Catholic University Academic Policies in order to provide guidance to students when selecting and registering in courses.

Article 2

Students must register for courses in accordance with Course Selection and Registration Guidelines as well as the individual regulations of colleges, programs, and the Holistic Education Center.

Article 3

Students must register in courses which are opened for their class. However, this restriction does not apply if the student’s program has different regulations or if there is a scheduling conflict on the student’s Course List and the student receives written permission from their program director to take a different course.

Article 4

A student may register for a course offered by a different program during the period to correct registration errors, but must first receive permission from their program director and the director of the program hosting the course. The program hosting the course may prevent the student from registering for any of the following reasons: facilities are limited; there is a lack of seating; the class is already full; or for a similar reason.

Article 5

Undergraduates must take physical education (PE) courses each semester from first to second year. This does not apply to students granted a waiver.

Students who failed or did not take required PE courses may retake or make up the credits during any semester (including summer vacation), but may not register in more than two PE courses per semester.

Article 6

Undergraduates must take national defense education courses in both semesters of first year. This does not apply to students granted a waiver.

Article 7

Students taking a sequential course must pass the lower level before taking the advanced level. These restrictions do not apply if, due to unique circumstances, the student receives permission from their program director.

Article 8

Students taking a year-long course must complete the first semester before taking the second semester. These restrictions do not apply if a student receives permission from the instructor of the course and their program director.

Article 9

Undergraduates who fail the first semester of a year-long course but earn a grade above fifty percent (50%) may continue in the course during the second semester. Students who earn a grade below fifty percent (50%) must first receive permission from the instructor of the course and their program director.

Article 10

If there is a scheduling conflict on a student's Course List after the deadline to correct registration errors, the Curriculum Division at the Office of Academic Affairs may require the student to remain registered in one course and drop the other.

Article 11

Undergraduates enrolled in the Day Division must take a minimum of 12 credits during each semester of first, second, and third year, and a minimum of 9 credits during each semester of fourth year.

Undergraduates enrolled in the School of Continuing Education (SOCE) must take a minimum of 10 credits during each semester of first year, and a minimum of 9 credits during each semester of second, third, and fourth year.

Post-baccalaureate (3-year program) students must take a minimum of 12 credits during each semester of the first and second year, and a minimum of 9 credits during each semester of the third year.

The credit requirements described in the preceding three paragraphs do not apply to a student's final year if they took accelerated courses.

The credit requirements in paragraphs one and two of this Article do not apply to students delaying degree completion and fifth-year students enrolled at the College of Medicine

enrolled in clinical practice courses.

Post-baccalaureate students can take up to 25 credits per semester (excluding the School of Medicine); students enrolled in a minor, double major, credit courses (including micro courses), the Teacher Education Program, and recent graduates may take up to 32 credits.

Post-baccalaureate students enrolled in a minor, double major, or the Teacher Education Program, recent graduates, or those who have an average grade of 80 or higher in the previous semester, may take up to 36 credits after obtaining permission of their advisor and program director.

Individual programs determine the minimum number of credits that graduate students must take each semester. Students wishing to take more than 25 credits must first obtain the permission of their program director.

If a student is not taking the minimum number of credits, the program must inquire into the reason and provide assistance to the student. A student who afterwards still does not meet the minimum requirements will be expelled from the University.

Article 12

Students must pay fees charged per credit, practicum fees and other related fees in full by the deadline. If a student did not drop a course by the deadline, University records will show the student as registered in the course even if fees were not paid. In such a situation, as stipulated in Article 10 of the Academic Policies, the student may not register the following semester. Graduating students will not be awarded a degree.

Article 13

Students must confirm their Course List by the deadline stated in Course Selection and Registration Guidelines. If there is a dispute over course registration, the student's Course List from after the add/drop period will serve as the basis of arbitration. A student will not receive credit for a course that is not on their Course List even if they attend and complete course work; if a student has not dropped a course from their Course List and does not attend class, they will receive a grade of zero. If a student does not confirm their Course List online, the Office of Academic Affairs will consider the copy in the online system as accurate.

Article 14

A student may apply to withdraw from a course after the add/drop period under certain conditions. The Course Withdrawal Form must be completed, stamped by the instructor of the course and the student's program director, and then submitted to the Office of Academic Affairs. Applications to withdraw must be submitted no later than one month before final exam week (based on the University Calendar).

Article 15

Students may only withdraw from one course per semester. However, this restriction does not apply to students who can provide supporting documents demonstrating their unique situation

and then receive permission from their instructor, program director, and the Dean of Academic Affairs.

After withdrawing from a course, a student in a graduate program must remain enrolled in at least one course (including Thesis or Dissertation Writing); an undergraduate of the Day Division must be taking no fewer than 9 credits; a student at the SOCE must be taking no fewer than 6 credits. Students in their final year of a master's or doctoral program and undergraduates extending degree completion must be enrolled in at least one course after withdrawing from a course.

Article 16

After a student withdraws from a course, the course will appear on their academic transcripts with "Withdrawn" in the grade column. No credits will be earned for that course.

Article 17

Fees charged per credit will not be refunded after a student withdraws from a course. If the fees were not paid, the student still owes them to the University even after withdrawing from the course.

Article 18

All departments (including graduate institutes and degree programs) must establish their own guidelines for course registration. These guidelines must be approved by the relevant Curriculum Committee and then submitted to the Academic Affairs Council for purposes of record-keeping.

Article 19

Any matters not covered in these Regulations will be handled in accordance with Fu Jen Catholic University Academic Policies and related regulations.

Article 20

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