

## **Dharma Drum Institute of Liberal Arts**

### **Regulations governing Students' Course Selections**

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2023

Article 1 The Dharma Drum Institute of Liberal Arts (hereinafter “the Institute”) has established the “Dharma Drum Institute of Liberal Arts Regulations governing Students' Course Selections” (hereinafter “these Regulations”) to govern matters related to course selection.

Article 2 Students must select courses according to the graduation credit requirements and the mandatory course credit plans specified by their department or degree course, following a sequential study plan each academic year.

Undergraduate and continuing-education undergraduate students must take credits each semester in accordance with the provisions of Article 14 of the Academic Regulations for the Bachelor's Program.

If special circumstances arise, students may apply to drop one course for the semester with the approval of their department head.

Doctoral, master's, and executive master's students must take credits each semester according to Article 14 of the Academic Regulations for Master's and Doctoral Programs.

Students with exceptional academic performance, i.e., an average score of 90 or above in the previous semester, may be allowed to take one additional course with the approval of their department/degree course head.

Article 3 The Academic Affairs Section will announce the course selection dates, methods, and subject categories for each semester as needed.

Article 4 - Cross-Program Course Selection Regulations:

Bachelor's and Continuing-education Bachelor's Programs:

(1) Compulsory courses cannot be selected across programs. However, graduating students and continuing-education students in their third year of study needing to retake or make up courses may do so with the consent of the instructor, offering unit, and the student's department/degree course head.

Elective courses may be open for mutual selection.

(2) The total credits selected across programs cannot exceed one-third of the total credits for that semester.

2. For Master's Programs and Executive Master's Programs, joint classes are not permitted; however, students may select courses across programs with the approval of their department/degree course head. For compulsory courses, students must attend classes within their original program. The total credits selected across programs cannot exceed one-third of the total graduation credits.

3. Students must submit a written application for cross-program course selection during the add/drop period using the "Cross-Program Course Application Form", signed by the instructor, offering unit, and the student's department/degree course head, and then submit it to the Academic Affairs Section. Late applications will not be processed.

4. Students must pay tuition according to their respective programs.

5. Courses open to cross-program selection must meet the minimum enrollment requirements, and the course must include students from the original program.

Article 5 Course selection is conducted in three phases: pre-selection, add/drop, and supplemental selection:

1. Pre-selection: Conducted according to the dates and procedures announced by the Academic Affairs Section.

2. Add/Drop Period: Conducted during the second week of classes. Late applications are not accepted.

3. Supplemental Selection: Students may qualify for supplemental selection if courses are canceled, leaving their total credits below the required minimum, or if their supervisor requests course changes. Corrections due to registration errors must also be completed within the specified period announced by the Academic Affairs Section.

Article 6 After each phase of course selection, students must verify their course choices online by the specified deadline and sign the course confirmation form to finalize their selections.

Article 7 Students must select courses online during the pre-selection and add/drop phases according to the criteria set by the offering units. If any of the following situations arise, students must adjust their course selections during the add/drop period:

1. Course schedule conflicts.
2. Retaking a course already passed or with the same course name.
3. Enrolling in the second semester of a year-long course without completing the first semester, except where specific departmental rules apply.

Article 8 Within one week after the add/drop period ends, students may still adjust their courses due to non-student-related reasons by submitting supporting documents and a course selection report. This requires approval from the instructor, offering unit, and the student's department/degree course head, and consent from the Academic Affairs Section.

#### Article 9

Course grades are based on the course confirmation form. Courses not listed on the form will not be graded, and courses listed without grades will receive a zero. Course selections are invalid if the form is not submitted to the Academic Affairs Section.

Article 10 Students who are unable to continue a course due to special circumstances may apply for course withdrawal:

1. Fill out the course withdrawal application form and obtain approval from the instructor and department/degree course head. Submit the form to the Academic Affairs Section.
2. Applications must be submitted no later than two weeks after the midterm exams, as specified in the academic calendar.
3. A maximum of three courses can be withdrawn per semester, and the total credits must still meet the minimum requirement after withdrawal. Approved students may not add courses in the same semester.

#### Article 11

Course withdrawal will be processed as follows:

1. Withdrawn courses will still appear on the transcript with the notation “棄修 (for Chinese transcripts)”, “Withdrawn”.
2. Withdrawn credits are not counted toward the semester's total credits.
3. Tuition (credit fees) for withdrawn courses will not be refunded, and unpaid tuition (credit fees) must still be settled.

Article 12 Students may enroll in courses at other universities or overseas institutions based on their needs. Regulations for inter-university and overseas course selection shall be established separately.

Students participating in overseas training during the semester may attend classes

via video conferencing with the consent of the instructor.

Article 13 Any matter relating to student course selection which are unspecified under these Regulations shall be handled accordance with the Institute's Academic Regulations and relevant regulations.

Article 14 These measures shall be Adopted at the Teaching and Research Meeting, and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.