

Ref. No.: PU-101B0-B-0204-2023092701

Unit in charge: Div. of Registration and Curriculum

Title: Providence University Regulations on Course Enrollment

Version: 31

Latest amendment: 09/27/2023

## Providence University Regulations on Course Enrollment

[Amended at the Academic Affairs Meeting on September 27, 2023](#)

- Article 1 Providence University Regulations on Course Enrollment (hereinafter referred to as the “**Regulations**”) is established in accordance with the *Providence University Academic Regulations* to handle the matters on students’ course registration.
- Article 2 Course registration and Drop/Add shall be processed in accordance with the timeframes specified in the University Academic Calendar.
- Article 3 Students should take courses in accordance with The Table of Required Courses and Number of Credits Needed for Graduation set by the attending departments; credits earned from other unlisted courses shall not be included in the total number of credits needed for graduation.
- Article 4 The regulations on the total credits earned after Drop/Add are as follows:
- A. For undergraduate students, the number of credits taken per semester is a minimum of 15 credits and a maximum of 25 credits in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> academic years; a minimum of 9 credits and a maximum of 25 in the 4<sup>th</sup> year. For students in the Bachelor Program of Continuing Education and the international students, the minimum number of credits required per semester is 9 credits. The undergraduate students can take a maximum of 15 credits per semester in graduate studies. The students of deferred graduation, exchange students, and students taking practicum offshore are required to take a minimum of one course per semester. The upper limit of credits for exchange students is based on the exchange agreement signed with the partner institutions; students of deferred graduation who have completed all required credits yet still have other element(s) to fulfill the graduation criteria are not subject to the limit. Students whose grade average in the previous semester is above 80 (inclusive) or students who take a Minor, Double Major, or Teacher Education Program may take additional courses for up to 30 credits.
  - B. Graduate students should take a minimum of one course (including Thesis) and a maximum of 15 credits per semester. For the graduate students taking undergraduate or Teacher Education Program courses, the maximum number of credits is 24 credits, with graduate, undergraduate, and Teacher Education Program courses combined. Subject to the approval of the attending Head of Department or Graduate Program, students with excellent academic performance may take an additional course.
  - C. A maximum of 3 credits are allowed for students of Bachelor Program of Continuing Education taking undergraduate courses. However, the students who have an academic score of 80 or more in the previous semester, or those who applied for a Minor, Double Major, or Teacher Education Program are not subject to this restriction
- Article 5 As a principle, required courses should be taken at the enrolled class. The students with special considerations or those who have a conflict of schedule with the retake/makeup courses shall register at the attending Department for a class change; subject to the approval of the Department Head, the students may apply for a postponed study or take the course with the same credit hours and title at the other class or Department. However, a class change application doesn’t guarantee a successful class enrollment. The retake/makeup subjects should be studied first.
- Article 6 Physical Education is a university required curriculum to be taken in the Freshman year with 1 credit per semester; a total of 2 credits are required for graduation. Students admitted as outstanding student athletes should earn 2 credit hours for the courses of their expertise

in the university athletic teams. The credits earned from non-expertise subjects are not accepted.

- Article 7 Subject to the approval of the attending Department Head, the students of lower grade may take the required courses of upper-grade.
- Article 8 A conflict of class schedule is not allowed; the final grade from every course under the circumstances will be recorded as “Zero”.
- Article 9 The credits earned from repeated study of passed courses will not be included in the final minimum credits for graduation of each Department.
- Article 10 The continuous or sequential courses should be taken in accordance with the order specified by the attending Department.
- Article 11 When there is a change in the curriculum, the study of retake/makeup courses shall be subject to the new curriculum regulations. The rules are as follows:
- A. If a course listed as a required subject in the old course list yet is removed from the new list, the retake/makeup of the subject requirement is lifted if the course will not be offered in the future.
  - B. The new number of credits prevails if the new credit hours of a course is fewer than the old one.
  - C. A makeup study is no longer required for a course that is changed from a required subject in the old course list to an elective in the new course list.
  - D. Under the above circumstances, a student’s credit number for graduation is not reduced; the student should take other Major related courses to make up the credit number to meet the graduation qualification.
- Article 12 If the course listed in the course registration list is not taken, the score of the course will be recorded as “Zero”. If the course unlisted in the course registration list is taken without approval, the score earned will NOT be recorded.
- Article 13 A course auditing request may be rejected without the course instructor’s approval or due to insufficient seats and equipment available.
- Article 14 The students taking a Minor, Double Major, or Teacher Education Program shall study in accordance with the published course list.
- Article 15 The priority order for course registration is handled in accordance with the following regulations:
- A. When a course cannot accommodate all students interested due to limited seats or equipment availability, the priority order is handled as follows:
    - 1. Students of enrolled class;
    - 2. Students of the Major;
    - 3. Students taking a Double Major;
    - 4. Students taking a Minor;
    - 5. Students of Non-Major.
  - B. The priority order for the “Students of the Major” listed in the preceding paragraph is as follows: the graduating students taking retake/makeup courses; the students taking retake/makeup courses; students of Major taking upper-level courses.
- Article 16 Subject to the approval of the attending Department and course offering unit, Seniors are allowed to take graduate courses; the credits earned are considered as Master’s credits. However, the said credits approved, by application, as credits for Bachelor degree shall not be considered as Master’s credits. The undergraduate credits earned by graduate students shall not be included in the graduate credits needed for graduation; nor would the credits be included in the average score.
- Article 17 Foreign students can not take any courses in cross-school or cross-faculty programs. The day-school courses taken should be scheduled during the daytime from Monday to Friday and the number of credit hours taken in the day school should not exceed 10 per day.
- Article 18 In accordance with the *University Academic Regulations*, the students who failed to complete the course registration procedures by the Drop/Add deadline shall be

mandatorily suspended.

- Article 19 All students' Drop/Add data must be based on the database of the course registration system.
- Article 20 Prior to course registration, students should check the attendance requirements specified under the Grade field in the syllabus and abide by it to protect their own rights.
- Article 21 To protect students' rights and interests in course registration, except for the writing and conversation courses that require small class teaching, the number of students per class is based on the capacity of the classroom. However, if special professional needs arise and require special considerations, it is subject to the approval of the competent authority and the Dean of Academic Affairs.
- Article 22 Due to learning maladaptation, students may apply for a course withdrawal (limited to one course, including cross-university elective courses) in the 12<sup>th</sup> week of the semester. Late submissions are not accepted. After the course withdrawal, the total credit hours of the current semester shall meet the requirement of the lower limit of credits; a record of "Withdrawn" will be kept in the transcript.  
No refund will be processed. Payments are still required to be made for any outstanding fees.
- Article 23 The course registration system will automatically process the required courses at the enrolled class, the retake/makeup courses in the same academic year, and the courses listed as two-semester courses (Humanities courses not included). If students are not going to take these courses, they should drop the courses in the designated timeframe; the students failed to do so shall be handled in accordance with the relevant penalties of this Regulations.
- Article 24 Students shall complete the Drop/Add in the designated timeframe; late applications are not accepted. A fee of NT\$100 per subject will be charged if students are approved to change the courses taken due to insufficient required minimum credits, credits overload, repeated studies, and course schedule conflict.
- Article 25 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on April 12, 1995  
Amended at the Academic Affairs Meeting on April 10, 1996  
Amended at the Academic Affairs Meeting on October 30, 1996  
Amended at the Academic Affairs Meeting on April 16, 1997  
Amended at the Academic Affairs Meeting on June 4, 1997  
Amended at the Academic Affairs Meeting on April 15, 1998  
Amended at the Academic Affairs Meeting on October 28, 1998  
Amended at the Academic Affairs Meeting on January 11, 2001  
Amended at the Academic Affairs Meeting on December 4, 2002  
Amended at the Academic Affairs Meeting on June 18, 2003  
Amended at the Academic Affairs Meeting on October 22, 2003  
Amended at the Academic Affairs Meeting on March 30, 2005  
Amended at the Academic Affairs Meeting on October 26, 2005  
Amended at the Academic Affairs Meeting on March 1, 2006  
Amended at the Academic Affairs Meeting on October 18, 2006  
Amended at the Academic Affairs Meeting on October 3, 2007  
Amended at the Academic Affairs Meeting on March 26, 2008  
Amended at the Academic Affairs Meeting on January 7, 2009  
Amended at the Academic Affairs Meeting on June 3, 2009  
Amended at the Academic Affairs Meeting on January 5, 2011  
Amended at the Academic Affairs Meeting on May 25, 2011  
Amended at the Academic Affairs Meeting on September 28, 2011  
Amended at the Academic Affairs Meeting on December 26, 2012  
Amended at the Academic Affairs Meeting on May 29, 2013  
Amended at the Academic Affairs Meeting on June 4, 2014  
Amended at the Academic Affairs Meeting on May 25, 2016

Amended at the Academic Affairs Meeting on September 25, 2019

Amended at the Academic Affairs Meeting on December 18, 2019

Amended at the Academic Affairs Meeting on December 16, 2020

Amended at the Academic Affairs Meeting on May 25, 2022

**\*The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**