

# Da-Yeh University Regulations Governing Course Selection for Students

Revised at the Academic Affairs Meeting on September 10, 2020

Revised at the Academic Affairs Meeting on May 30, 2024

Amended and Approved at the 106th Academic Affairs Meeting on December 4, 2025

- Article 1 To regulate course selection for students of the University, the “Da-Yeh University Regulations for Course Selection” (hereinafter referred to as “these Regulations”) is hereby established.
- Article 2 Course selection for students consists of Preliminary Course Selection and the Add/Drop Period. The starting and ending dates are uniformly announced by the Office of Academic Affairs.  
Students shall complete course selection in accordance with the regulations of their respective departments (institutes or degree programs) and other relevant course selection instructions.
- Article 3 Unless otherwise stipulated by individual departments, lower-year students may enroll in courses offered to higher-year students, and third- or fourth-year undergraduate students may enroll in graduate-level courses.  
For undergraduate students taking graduate courses, a passing grade is 60 points. Credits for passed courses may be counted toward undergraduate graduation requirements.  
If such students are later admitted to a graduate program of this University after graduation, and have completed graduate-level courses with grades of 70 points or higher that were not counted toward undergraduate graduation, those course credits may be waived for graduate program graduation requirements.
- Article 4 Students retaking (or making up) required courses may only retake courses with identical course titles and credit values as those offered by their own department (institute or degree program).  
If students retake courses offered by other departments with the same or similar titles but with a higher number of credits, only the credit value designated by their own department (institute or degree program) shall be recognized.
- Article 5 The taking of Military Training and Physical Education courses shall be handled in accordance with the curriculum regulations for the respective admission year.
- Article 6 Students in the second year or above who wish to pursue a Minor or Double Major shall submit applications within the period specified in the Academic Calendar and complete required courses in accordance with the Minor and Double Major course lists announced by the respective departments.
- Article 7 After completing course selection, students shall verify their course selection lists online within the prescribed period. If errors or omissions are found in the course list, students shall, within the designated deadline (as announced each semester by the Office of Academic Affairs), personally bring the “Application Form for Course Selection Adjustment” to the Registration and Curriculum Division of the Office of Academic Affairs for correction. Failure to apply within the deadline will result in the system records being considered final.
- Article 8 Students shall complete course add/drop procedures within the designated period (as announced each semester by the Office of Academic Affairs). Late applications will not be accepted.  
Within the public announcement period following add/drop, students may apply for additional course add/drop adjustments by submitting an “Application Form for Course Selection Adjustment” to the Registration and Curriculum Division under any of the following special circumstances. Upon approval, such adjustments shall not be restricted by the aforementioned add/drop period:
1. Schedule conflicts among selected courses.
  2. Repeated enrollment in courses already passed or waived.
  3. Cancellation or addition of selected courses by the University.
  4. Total selected credits not meeting the requirements of Article 17 of the University Academic Regulations.
  5. Failure to complete add/drop procedures within the designated period due to force majeure or reasons not attributable to the student.
- Students making course adjustments under the preceding circumstances who are extended-study students or students of continuing education programs (including the Continuing Education Bachelor’s Program, Executive Master’s Program, Two-Year In-Service Program, or Post-Baccalaureate Multidisciplinary

Program), and who apply before the deadline for tuition and credit fee refund/recalculation (within three weeks after the end of the add/drop period), shall have their added or dropped credits included in the tuition/credit fee refund or recalculation.

Extended-study students shall have their credit fees refunded or supplemented based on the added or dropped credits.

However, if the application is submitted after the refund/recalculation deadline (three weeks after the add/drop deadline), no credit fee shall be refunded for dropped courses, and credit fees shall be charged for added courses.

Article 9 Extended-study students or students of continuing education programs (including the Continuing Education Bachelor's Program, Executive Master's Program, Two-Year In-Service Program, or Post-Baccalaureate Multidisciplinary Program) shall pay all credit fees for enrolled courses within the period specified by the Property Management Section each semester.

Those who fail to make payment by the deadline shall have courses removed automatically by the Office of Academic Affairs based on the principle of deleting courses added last. Courses shall be removed in proportion to the amount of unpaid credit fees.

After payment is completed, students may reselect courses; however, all payments and reselection procedures must be completed no later than Week 15 of the semester as specified in the Academic Calendar. Late applications will not be accepted.

If the credit fees paid for removed courses exceed the amount owed, no refund will be issued.

Article 10 Students may not enroll in more than one course scheduled at the same class time. Violation of this rule will result in a score of zero for all courses involved.

Article 11 The maximum and minimum credit requirements per semester shall be handled in accordance with Article 17 of the University Academic Regulations.

Article 12 Graduate students who complete remedial courses designated as basic subjects by their graduate institutes shall receive grades only; credits will not be counted.  
A passing grade for such remedial courses is 60 points.

Article 13 Courses with identical titles may not be taken simultaneously in the same semester.  
If a student retakes a course already passed, the credits and grade earned shall be included in the semester's total credits and GPA calculation; however, credits may be counted toward graduation only once.

Article 14 Matters not covered in these Regulations shall be handled in accordance with other relevant University regulations.

Article 15 These Regulations shall be implemented upon approval by the Academic Affairs Meeting and ratification by the President. Amendments shall follow the same procedure.

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Revised at the Academic Affairs Meeting on June 15, 2000

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