

# 大學部暨專科部學生選課辦法

## Tajen University Regulations for Student Course Selection in Undergraduate and Junior College Programs

- 102.03.28 教務會議通過  
Approved by the Academic Affairs Meeting on March 28, 2013
- 104.06.17 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on June 17, 2015
- 105.03.31 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on March 31, 2016
- 105.06.16 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on June 16, 2016
- 106.03.30 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on March 30, 2017
- 106.10.19 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on October 19, 2017
- 108.03.28 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on March 28, 2019
- 108.06.04 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on June 4, 2019
- 108.10.24 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on October 24, 2019
- 109.11.18 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on November 18, 2020
- 113.05.01 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on May 1, 2024
- 113.11.20 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on November 20, 2024
- 114.06.04 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on June 4, 2025
- 114.10.08 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on October 8, 2025
- 114.12.24 教務會議修正通過  
Amended and Approved by the Academic Affairs Meeting on December 24, 2025

- 第一條 為辦理學生選課事宜，依據本校學則與專科部學生學籍規則，訂定「大仁科技大學（以簡稱本辦法）」
- Article 1 These regulations are established in accordance with the University's "Academic Rules" and "Junior College Student Status Regulations" to manage student course selection.
- 第二條 本校選課作業分為初選及加退選二階段，初選於前一學期結束前辦理，加退選於開學後辦理，相關規定與流程訂於選課作業規範。
- Article 2 Students must follow the curriculum table of their respective departments (groups), divisions, or degree programs and complete the course selection process within the designated deadlines.
- 第三條 學生各學期應修習學分數之上下限應符合本校學則與專科部學生學籍規則之規定：

一大學部：

- (一) 二技一年級每學期不得少於 16 學分 (含抵免學分，) 不得多於 28 學分，二年級每學期不得少於 9 學分 (含抵免學分，) 不得多於 28 學分。
- (二) 四技藥學系藥學組一、二、三年級每學期不得少於 16 學分，不得多於 25 學分，四、五年級每學期不得少於 9 學分，不得多於 25 學分，四技藥學系臨床藥學組一、二、三、四年級每學期不得少於 16 學分，不得多於 25 學分，五、六年級每學期不得少於 9 學分，不得多於 25 學分。  
其餘各系 (含學位學程) 一、二、三年級每學期不得少於 16 學分，不得多於 25 學分，四年級每學期不得少於 9 學分 (惟進修部應屆畢業班當學年僅餘專業必修學分時，得少於 9 學分，) 不得多於 25 學分。
- (三) 若當學期於校外實習者，其學分修習下限得不受前項之限制，惟仍須至少修習 9 學分。

二、專科部：

- (一) 二年制一年級每學期不得少於 16 學分，不得多於 32 學分；二年級每學期不得少於 12 學分，不得多於 32 學分。
- (二) 五年制前三學年每學期不得少於 20 學分，不得多於 32 學分；後二學年每學期不得少於 12 學分，不得多於 32 學分。
- 三、各學期修習學分數，未符合規定者，應補辦加選或退選手續。

Article 3

The minimum and maximum number of credits that students must take each semester shall comply with the University Academic Regulations and the Academic Status Regulations for Junior College Division students.

1. Undergraduate Programs

(1) Two-Year Technical Program (二技):

First year: Each semester must take no fewer than 16 credits (including transferred credits) and no more than 28 credits.

Second year: Each semester must take no fewer than 9 credits (including transferred credits) and no more than 28 credits.

(2) Four-Year Technical Program (四技):

Department of Pharmacy – Pharmacy Division:

Years 1–3: 16–25 credits per semester.

Years 4–5: 9–25 credits per semester.

Department of Pharmacy – Clinical Pharmacy Division:

Years 1–4: 16–25 credits per semester.

Years 5–6: 9–25 credits per semester.

All other departments (including degree programs):

Years 1–3: 16–25 credits per semester.

Year 4: 9–25 credits per semester.

However, for continuing education division graduating classes, if only required professional credits remain in the final academic year, students may take fewer than 9 credits.

- (3) If a student participates in off-campus internship training during the semester, the minimum credit requirement above may be waived; however, the student must still take at least 9 credits.

2. Junior College Division

(1) Two-Year Junior College Program:

First year: 16–32 credits per semester.

Second year: 12–32 credits per semester.

(2) Five-Year Junior College Program:

First three years: 20–32 credits per semester.

Final two years: 12–32 credits per semester.

3.If the number of credits taken in any semester does not meet the above regulations, students must complete course add/drop procedures to make the necessary adjustments.

第四條

學生前學期操行成績與學業平均成績在八十分以上，名次在該系科該班級學生前百分之十以內者，得經系科主任核可後提高每學期修習學分數上限二至三學分。前學期不及格科目之學分數已達修習學分總數二分之一以上者，得經系科主任核可後降低修習學分數下限二至五學分。轉學生得經系科主任核可後提高每學期修習學分數上限至三學分

Article 4

Students whose conduct grade and academic average for the previous semester are both 80 or above, and whose class ranking is within the top 10% of their department/class, may increase their maximum credit limit by 2 to 3 credits per semester, subject to the approval of the Department Chair.

For students whose failed credits in the previous semester account for one-half (1/2) or more of their total credits taken, the minimum credit limit may be reduced by 2 to 5 credits, subject to the approval of the Department Chair. Transfer students may increase their maximum credit limit by up to 3 credits per semester, subject to the approval of the Department Chair.

第五條

學生選課應依各系科標準課表及修課規定辦理，必修科目未經系科主任同意不得任意退選，選修科目得自由選課，學生應於選課時確認所選科目可採計為畢業學分。各系科選課輔導老師於辦理選課期間協助輔導及審查學生選課。學期中，學習困難之學生因故得以辦理部分課程停修，停修要點另訂之。

Article 5

Student course selection shall be conducted in accordance with the standard curriculum and course requirements of each department. Compulsory subjects may not be dropped without the prior consent of the Department Chair. Students are free to choose elective subjects, but they must ensure at the time of selection that the chosen credits are applicable toward graduation requirements.

Course advisors in each department shall provide guidance and review students' course selections during the enrollment period. During the semester, students experiencing learning difficulties may apply to withdraw from specific courses for justifiable reasons; the regulations governing course withdrawal shall be established separately.

第六條

應屆畢業班及轉學、轉系科學生經系科主任同意，得跨部選修當學期未開課或與必修科目上課時間衝堂之科目，惟其學分數不可超過當學期修習總學分數的二分之一為原則（該學期修課總學分數未達九學分與延長修業期限學生不受此限）。應屆畢業班級若至校外實習，得提前一年申請跨部重補修。

Article 6

Graduating seniors, transfer students, and students who have changed majors may, with the approval of the Department Chair, enroll in cross-division courses that are either not offered in their own division during the current semester or conflict with the schedule of their compulsory subjects.

As a general rule, the credits for such courses shall not exceed one-half (1/2)

- of the total credits taken in that semester. (This restriction does not apply to students taking fewer than 9 credits in total or those in an extended period of study). Graduating seniors who are scheduled for off-campus internships may apply for cross-division retakes or makeup courses one year in advance.
- 第七條 學生於每學期選課確認結束後，選修科目於開學第二週得經系科主任或通識教育中心主任同意後辦理退選，惟退選後學期修習總學分數不得低於規定修習學分數下限。
- Article 7 After the course selection confirmation period ends each semester, students may drop elective courses during the second week of the semester with the approval of the department chair or the director of the General Education Center. However, after dropping the course(s), the total number of credits taken in that semester must not be lower than the minimum credit requirement prescribed by the university.
- 第八條 學生所選課程之上課時間不得衝突，倘有衝突，應於規定日期申請改選或退選；否則其上課時間相互衝突之所有科目，均不承認其學分。
- Article 8 Students are not allowed to select courses with conflicting class times. If a conflict occurs, they must apply to change or drop the courses within the designated period. Otherwise, credits for all courses with overlapping class times will not be recognized.
- 第九條 已修讀成績及格之科目不得重修，自行修讀者，其修得之學分不併計為畢業學分。
- Article 9 Credits for courses already passed (with the same name or content) will not be counted toward graduation requirements more than once.
- 第十條 開班人數下限：各開課班級(不含實習及實務專題製作課程)之選修課學生數，須達下列門檻，始列入教師授課時數計算。  
(一)大學部及專科部每一科目選課人數達 15人(含)以上；研究所碩士班每一科目選課人數達 3 人(含)以上，得開班。  
(二)若因申請學士班學生就學期間服役彈性修業，致使該系該班修課人數未達前開規定者，經簽請教務長核可者，得不受此限。  
(三)選課人數未達開班人數下限之選修科目，不予開班，惟經申請核准者，得予以保留開課。
- Article 10 Minimum Class Size Requirements:  
The number of students enrolled in elective courses (excluding internships and practical project courses) must meet the following thresholds to be counted toward the instructor's teaching hours.  
Undergraduate and Associate Degree Programs: A minimum of 15 students (inclusive) per course is required to open a class. Graduate (Master's) Programs: A minimum of 3 students (inclusive) per course is required.  
In cases where the number of students in a department or class does not meet the aforementioned requirements due to students applying for flexible studies during military service, the class may be exempted from this restriction upon approval by the Provost (Dean of Academic Affairs).  
Elective courses that fail to meet the minimum enrollment threshold will not be offered. However, such courses may be retained if a formal application is submitted and approved.
- 第十一條 學生選課及學期成績之登記，均以學生確認之選課單為準。凡未在選課單中之科目，雖有成績不予承認；選修輔系、雙主修、跨領域學分

學程及加修外系之課程，應於選課單上註明。

- Article 11 Registration of Course Selection and Semester Grades:  
The student's confirmed Course Registration Record shall serve as the sole official basis for course enrollment and grade entry.
1. Grades obtained in courses not listed on the official registration record will not be recognized, regardless of performance.
  2. Courses taken for minors, double majors, interdisciplinary programs, or elective courses from other departments must be explicitly indicated on the registration record.
- 第十二條 These Regulations shall be passed by the Office of Academic Affairs Meeting, submitted to the President for ratification, and subsequently promulgated for implementation. The same procedure shall apply to any future amendments.
- Article 12 These regulations, and any subsequent amendments, shall be implemented upon approval by the Academic Affairs Meeting.