

# 德育學校財團法人德育護理健康學院大學部暨專科部學生選課辦法

## Regulations on Course Selection for Undergraduate and Junior College Students of Deh Yu College of Nursing and Health, Deh Yu Educational Foundation

民國90年4月11日89學年度第2學期教務會議通過  
民國92年11月4日92學年度第1學期第4次臨時行政會議通過  
民國93年6月2日92學年度第2學期教務會議通過  
民國95年6月14日94學年度第2學期教務會議通過  
民國96年1月9日95學年度第1學期第3次教務會議通過  
民國96年12月12日96學年度第1期第2次教務會議通過  
民國97年6月4日96學年度第2學期第2次教務會議通過  
民國97年7月7日96學年度第2學期教務會議第1次臨時會通過  
民國97年10月25日97學年度第1學期第1次臨時教務會議修正通過  
民國103年10月8日103學年度第1學期第1次教務會議修正通過  
民國104年5月27日103學年度第2學期第2次教務會議通過  
民國105年11月30日105學年度第1學期第2次教務會議通過  
民國108年6月24日107學年度第2學期第3次教務會議通過  
民國108年12月11日108學年度第1學期第2次教務會議通過  
民國112年6月1日111學年度第2學期第1次臨時教務會議修訂通過  
民國112年10月18日112學年度第1學期第1次教務會議修訂通過

### 第一章通則

#### Chapter 1 General Provisions

第一條 本辦法依據教育部相關法令及本校學則之規定訂定之。

##### Article 1

These Regulations are formulated by the relevant laws and regulations of the Ministry of Education and the school's regulations.

第二條 學生選課作業依本校行事曆規定之日期辦理，包括「初選」與「加退選」。如因不可抗力之情況，教務處得公告調整各階段選課時程。辦理選課依下列規定辦理：

##### Article 2

##### Course Selection Procedures

The course selection process for students shall be conducted in accordance with the dates specified in the school's academic calendar. The process includes two stages: "pre-selection" and "add-drop selection." In the event of force majeure, the Office of Academic Affairs may announce adjustments to the schedule of each stage of course selection. The course selection process shall be conducted per the following regulations:

- 一、學生應依照個人入學學年度之校訂共同必修、系訂必修科目及應修學分標準修習課程。但下列學生例外：Students should take courses according to the school-approved common compulsory courses, department-required compulsory courses, and

the number of credits required for admission to the school year. However, the following students are exceptions:

(一)轉學生、降級轉系學生，應依轉入年級學生之入學學年度為標準。Transfer students and students who have been demoted and transferred to a different department should follow the standards for students in the year they are transferring into.

(二)入學之當年度第一學期即辦理休學者，應依其復學學年度為標準  
Students who take a leave of absence in the first semester of the year they enter the school should follow the standards for the year they return to school.

二、必修科目以隨班修課為原則，若因重補修、抵免及特殊原因而須跨系、換班、加退選之學生須依規定辦理加退選課，並經系所主任核可。但實習科目因實習場所限制，其加退選須先經任課老師核可後，再經系所主任核可。

Compulsory courses should be taken with the same class as a rule. Students who need to take cross-departmental, change classes, or add/drop courses due to retake, exemption, and special reasons must apply for add/drop courses according to the regulations and be approved by the head of the department. However, due to the limitations of the internship places for internship courses, the add/drop courses must be approved by the instructor first, and then by the head of the department.

三、修讀雙主修或輔系之科目，須經加修系所主任及本系所主任核可。（此項適用於經核可修讀雙主修或輔系之學生。）

Students who want to take courses for a double major or minor must obtain the approval of the head of the department they are adding and the head of their own department. (This applies to students who have been approved to take a double major or minor.)

四、自由選修科目之初選、加退選，依照規定辦理選課。

Elective courses are selected according to the regulations for pre-selection and add-drop selection.

五、開班人數以15人以上為原則，有下列情況者雖未達15人亦同意開課

In principle, the number of students in a class should be no less than 15. However, the following courses will be offered even if the number of students does not reach 15:

(一)儀器設備或場地受限制。

Courses that require specialized equipment or facilities.

(二)該班人數未達15人亦可開課。

Courses that are offered in a foreign language.

(三)專業必修科目修課人數未達15人。

Courses that are offered in a specialized field.

(四)經簽准同意開課之科目。

Courses approved for offering even if the number of students does not reach 15.

六、選修課程因人數不足致無法開班時，由教務處公告統一辦理退選，學生應於加退選期間逕自選課系統上網另行加選。

When an elective course cannot open due to insufficient enrollment, the Academic Affairs Office will announce a unified withdrawal process. Students should log in to the course selection system during the add-drop period to select other courses.

七、凡本校學院部三年級(含)以上學生，如經原就讀及欲就讀之系所核准，得預修碩士班課程，最多以二門課程學分為限。成績及格者(七十分)得給予學分，但不列計總畢業學分數(抵免學分依本校抵免辦法辦理)。

Students in our school's third year (inclusive) may take graduate courses as a prerequisite with the approval of the department they are currently enrolled in and the department they wish to enroll in. The maximum number of course credits is two. Students who pass the course (with a score of 70) will be awarded credits. Still, these credits will not be counted towards the total number of graduation credits (credits for exemption will be processed according to the school's exemption regulations).

第三條 跨系選課之原則：如甲系學生在乙系修讀某一科目，此一科目若甲系訂為選修，則為其選修科目，若甲系訂為必修，則為其必修科目。

### Article 3

Principles of cross-departmental course selection: If a student from department A takes a course in department B, and if this is an elective course in department A, then it is an elective course for the student. If this course is a compulsory course in department A, then it is a compulsory course for the student.

第四條 各年制學生每學期所修之學分數規定如下：

### Article 4

The number of credits that students of each year can take each semester is as follows:

一、學院部日間部：

二年制：三年級至少十二學分，至多二十四學分；四年級至少九學分，至多二十四學分。

一、College Daytime Division:

Two-year program:

(1). Third year: at least 12 credits, up to 24 credits.

(2). Fourth year: at least 9 credits, up to 24 credits.

四年制：一、二及三年級至少十二學分，至多二十四學分；四年級至少九學分、至多二十四學分。

Four-year program:

- (1). First, second, and third years: at least 12 credits, up to 24 credits.
- (2). Fourth year: at least 9 credits, up to 24 credits.

二、專科部日間部：一、二及三年級至少十六學分，至多三十二學分；四、五年級至少十二學分，至多二十八學分。

Junior College Daytime Division:

- (1). First, second, and third years: at least 16 credits, up to 32 credits.
- (2). Fourth and fifth years: at least 12 credits, up to 28 credits.

三、進修部：四技一至四年級及進修部二年制專科學生至少九學分，至多二十四學分。

Continuing Education Division:

- (1). Four-year program students: at least 9 credits, up to 24 credits per semester.
- (2). Two-year program students: at least 9 credits, up to 24 credits per semester.

四、全學期在校外實習者則不受最低學分限制。

Students on off-campus internships for the entire semester are not subject to the minimum credit limit.

五、學生成績優異符合各所系所定標準或轉系(科)、轉(復)學或修習學程之學生得經所系科主任(所長)核可及報教務處核備，可加選一至二門課程，最多四學分。

Students with excellent academic performance who meet the standards set by each department or who are transferring to a different department, transferring back to school, or taking a program of study may, with the approval of the department head (dean) and the approval of the Academic Affairs Office, add one to two courses, up to a maximum of four credits.

**第五條** 學生選課結果所列印之選課清單，學生需詳加核對並簽名，以確認選課資料是否正確，始完成選課手續。學生成績之登記，均以學生選課清單為憑。凡未選科目雖有成績，亦不予承認；已選科目無成績者，概以零分計算。

#### **Article 5**

Students must carefully check and sign the printed course list, which is the basis for recording student grades. Any courses not selected will not be recognized, even if there is a grade; any selected courses without a grade will be calculated as zero.

**第六條** 必修科目因科目表修訂而停開或改為選修或更改名稱及學分時，需補修或重修

者，得以新訂名稱之科目或性質相近之科目代替之，但其畢業總學分數不得減少。

#### **Article 6**

If a required course is discontinued, changed to an elective course, or changed in name and credit hours due to curriculum revision, students who need to make up or retake the course may replace it with a newly named course or a course of similar nature, but their total graduation credits may not be reduced.

第七條 專業必修科目不得低班高修，倘若情況特殊，須以書面經本系主任核准後方可修習高年級之課程；但隔年開課之課程不受此條款限制。

#### **Article 7**

Professional required courses cannot be taken in a lower year. In special cases, students must obtain written approval from the department chair before taking a higher-year course. However, this clause does not apply to courses offered in the following year.

第八條 連貫性學年課程需按學期先後次序修讀，其前學期未曾修讀者，次學期不准修讀，若擅自修讀，學分不予承認，重修科目及轉學生補修科目則不在此限。全民國防教育軍事訓練與體育則另依相關規定辦理。

#### **Article 8**

Consecutive academic year courses must be taken in the order of the semesters. Students who have not taken the previous semester's course will not be allowed to take the next semester's course. If they take the course without permission, the credits will not be recognized. This does not apply to make-up courses and remedial courses for transfer students. National Defense Education Military Training and Physical Education will be handled in accordance with relevant regulations.

第九條 選修學理與實習併開之科目，不得單獨修習實習科目，否則該科目學分不予承認。惟學理科目與實習倘因重（補）修或衝堂，須經本系及開課系主任同意，方得在甲班修讀學理科目，而在乙班修讀實習科目。

#### **Article 9**

Students who choose to take elective courses that are offered together with internship courses cannot take the internship course alone. Otherwise, the credits for that course will not be recognized. However, if the theory course and the internship course are taken for make-up or conflict reasons, students must obtain the consent of the department chair and the department chair of the course before they can take the theory course in Class A and the internship course in Class B.

第十條 學生所選課程之上課時間不得衝突，倘有衝突，應於加退選期間申請改選或退選；否則其上課時間相互衝突之所有科目，均不承認其學分。

#### **Article 10**

The class time of the courses selected by students must not conflict. If there is a conflict, students must apply for a change of course or withdrawal during the add-drop period. Otherwise, the credits

for all courses with conflicting class time will not be recognized.

第十一條 必修科目應隨班上課，除因符合第二十一條之規定，或因特殊原因經本系主任之核准，不得退選。通識教育課程應依所屬學群選修，若人數控制已額滿，則應選修同學群其他通識課程。

#### **Article 11**

Required courses must be taken with the class. Except for those who meet the regulation of Article 21 or have been approved by the department chair for special reasons, students are not allowed to drop the course. General Education courses must be selected according to the academic group. In the event that course enrollment surpasses the authorized limit., students must select other General Education courses in the same academic group.

第十二條 學生必修科目課程之加退選，須經本系主任同意。如選他系課程，依本辦法第二條規定辦理。

#### **Article 12**

Students must obtain the consent of the department chair to add or drop required courses. If students choose courses from other departments, they shall be handled in accordance with the provisions of Article 2 of these regulations.

第十三條 專業選修課程，學院部二年制與四年制三、四年級得互相跨學制修習，五專部四、五年級、二專部一、二年級及學院部一、二年級得互相跨學制修習，惟需按各系科修課相關規定選課。必選修通識教育課程，大學部二年制與四年制得互相跨系與跨年級修習，但須符合連貫性學年課程修習要求。

#### **Article 13**

Elective courses:

- (1). Students enrolled in both the two-year and four-year programs are permitted to take elective courses offered within each other's respective programs.
- (2). Students enrolled in the four-year and five-year programs of the Junior College, the first and second-year programs of the Two-Year College, and the first and second-year programs of the institution are permitted to take elective courses offered within each other's respective programs.
- (3). In all instances, students must adhere to the course selection regulations established by their corresponding departments and programs.

Required and elective general education courses:

Students enrolled in both the two-year and four-year programs within the school are permitted to take both required and elective general education courses from each other's programs. However, all students must adhere to the course requirements established for consecutive academic courses.

第十四條 學生應依規定時間辦理加退選，逾時未辦者，不論任何理由均不得補辦。

#### **Article 14**

Students are required to add or drop courses within the established add/drop period. Failure to complete the add/drop process within the designated timeframe, regardless of the reason, will preclude any subsequent adjustments to their course selection.

## 第二章一般選課

### Chapter 2: General Course Selection

第十五條 本校選課作業分為初選及加退選二階段，學生初選階段需先行執行教學評量後方能選課，初選階段主要為辦理選修科目、體育選項及必修選項科目之選課，因人數不足未能開課而須重新選課者，則於加退選期間內辦理，加退選教務處得依實際需要另訂選課流程和注意事項加以規範。學生必須於規定之日期內辦妥選課手續。

#### Article 15

Course selection at this university is divided into two stages: pre-selection and add/drop. In the pre-selection stage, students must first complete the teaching evaluation before they can select courses. The pre-selection stage is mainly for selecting elective courses, physical education options, and required elective courses. Students who are unable to take a course due to insufficient enrollment must re-select a course during the add/drop period. The Academic Affairs Office may, according to actual needs, separately stipulate the course selection process and important considerations for add/drop course selection, as deemed necessary based on evolving circumstances. Students are obligated to finalize their course selections within the designated timeframe.

第十六條 學生於加退選截止日後，如因學習困難，得於選課繳費完畢後、於期中考前一週內辦理第二次退選程序，但不退費，凡辦理第二次退選之科目，教務處得依實際需要於每學期另訂退選流程和注意事項加以規範。未經核准之退選、未繳費、未上課，該科成績以零分計算。

#### Article 16

After the add/drop deadline, students experiencing academic difficulties may withdraw from a course a second time within one week before the midterm exam, after completing course selection and payment. However, no refund will be issued. The Academic Affairs Office may, based on actual needs, separately stipulate the withdrawal process and important considerations for each semester. Courses withdrawn without approval, unpaid for, or not attended will be counted as zero points.

第十七條 跨系修習科目之學分視為本系非專業選修課程學分，各系得認定跨系修習學分視同畢業學分，惟應訂定認定標準及比例。

#### Article 17

Credits earned from cross-disciplinary courses are considered non-major elective course credits for the student's home department. Each department may recognize cross-disciplinary credits as graduation credits but must establish standards and proportions for such recognition.

第十八條 延修生、復學生、轉系(科)生或轉學生應修習之必選修課程應於加退選期間辦理選課。

### **Article 18**

Students on academic probation, readmitted, transferring between departments or programs, or transferring from another institution must complete their required and elective courses during the add/drop period.

## 第三章重補修

### **Chapter 3: Retaking and Making Up Courses**

第十九條 本校學生所修科目成績不及格、延修生、復學生、轉系(科)生或轉學生需要隨班重(補)修者得於加退選期間辦理。

### **Article 19**

Students of this college who have failed a course, students on academic probation, readmitted students, students transferring between departments or programs, or transfer students who need to retake or make up a course with the same cohort may do so during the add/drop period.

第二十條 學生重補修須經系(科)主任、教務處審查同意，並於加退選期間辦理完成相關程序。

### **Article 20**

Students who wish to retake or make up a course must obtain the approval of the department chair and the Academic Affairs Office, and must complete the relevant procedures during the add/drop period.

第二十一條 申請重(補)修學生不得退本班必修科目改選別班，以參加重(補)修，但符合下列情況者經系(科)主任、教務處審查同意後，可酌予調班上課。

### **Article 21**

Students applying to retake or make up a course may not drop a required course in their current cohort and select another cohort to retake or make up the course. However, students who meet the following conditions may be allowed to switch cohorts to attend the course, after the department chair and the Academic Affairs Office have reviewed and approved their application:

(一). 五專部四、五年級生及應屆畢業生。

Fourth- and fifth-year students of the five-year junior college program and graduating students.

(二). 調班後仍屬同一學制同一年級者。

Students who switch cohorts but remain in the same academic system and grade level.

(三). 系(科)停招。

The department or program has been discontinued.



第二十二條 日間部在校生隨班重(補)修，不繳重修費。進修部學生至他部(含進院、進專)選修須繳學分費。延修生所修學分在十學分以內者(含校外實習)，按授課時數收費；十學分以上(含十學分)則按照規定全額收費。

#### **Article 22**

Full-time students who retake or make up a course with the same cohort are not required to pay a retake fee. Part-time students who take elective courses in other departments (including Continuing Education programs) must pay a credit fee. For students on academic probation, the tuition fee will be charged according to the number of credit hours for courses taken within 10 credits (including off-campus internship); for courses taken above 10 credits (including 10 credits), the full tuition fee will be charged according to the regulations.

第二十三條 學生重(補)修之成績考核及管理等事項，悉依本校學則及相關規定辦理。

#### **Article 23**

The assessment and management of students' retaking or making up courses shall be carried out in accordance with the regulations of this university and other relevant regulations.

第二十四條 學生登記重補修以填表一次為限，如發現分兩次填表致發生衝突時，取消該生該次重(補)修資料。

#### **Article 24**

Students may only register to retake or make up a course once. If it is found that a student has registered twice and there is a conflict, the student's registration for the retake or make-up course will be cancelled.

### 第四章棄選

#### **Chapter 4: Dropping Courses**

第二十五條 學生每學期於校訂時間辦理加退選後，若因個人身心之特殊狀況或家庭發生變故，致使不能專注於課業時，得申請辦理棄選。學生非為上述原因申請棄選者，以一科為限。

#### **Article 25**

After the add-drop period for each semester, students may apply to drop a course if they are unable to focus on their studies due to special personal or mental health conditions or family changes. Students who apply to drop a course for reasons other than those listed above may only drop one course.

第二十六條 棄選後修讀總學分仍不得低於最低應修學分數，並經導師訪談、任課教師及系主任核准後得至課務組辦理棄選。

#### **Article 26**

Students who drop a course must still meet the minimum number of credits required for the semester.

To drop a course, students must first meet with their academic advisor, obtain approval from the instructor of the course and the department chair, and then submit a request to the Office of Academic Affairs.

第二十七條 學生每學期申請棄選已選修之科目截止時間，為期末考試之五週前得依公告時程申請棄選。

**Article 27**

The deadline for students to apply to drop a course is five weeks before the final exam. Students must apply to drop a course according to the published schedule.

第五章附則

**Chapter 5: Supplementary Provisions**

第二十八條 有關學生跨部選課、校際選課及寒暑期修課等辦法另定之。

**Article 28**

Separate regulations will be made for students taking courses across divisions, between universities, and during the winter and summer vacations.

第二十九條 本辦法如有未盡事宜，依相關法令辦理。

**Article 29**

Any matters not covered by these regulations shall be handled in accordance with relevant laws and regulations.

第三十條 本辦法經教務會議通過，陳請校長核可後實施，修正時亦同。

**Article 30**

The aforementioned Regulations shall be promulgated and enforced upon approval by the Academic Affairs Meeting and ratification by the President. The same shall apply to any amendments.