

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

Deh Yu College of Nursing and Health

Course selection procedures for undergraduate and junior college students

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
民國114年5月28日113學年度第2學期第2次教務會議修訂通過

第一章 通則

Chapter One General rules

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 in accordance with the relevant laws and regulations of the Ministry of Education and the regulations of this school.

第二條 學生選課作業依本校行事曆規定之日期辦理，包括「預選」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 Students must complete course selection according to the dates specified in the university academic calendar. This process includes both the Pre-selection and Add/Drop periods. In cases of force majeure, the Office of Academic Affairs reserves the right to announce adjustments to the course selection schedule. Course selection shall be handled in accordance with 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：

1. Students should take courses in accordance with the school's common compulsory courses, departmental compulsory subjects and required credit standards for the individual academic year of admission.

Exceptions are made for the following students:

(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。

(1) Transfer students and downgraded transfer students shall be based on the academic year of the transferring grade.

(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。

(2) For those who apply for suspension in the first semester of the year of enrollment, the standard for the academic year when they resume school shall be used.

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。

2. In principle, compulsory subjects must be taken according to the class. If students need to cross departments, change classes, add or withdraw courses due to retakes, exemptions or special reasons, they must add or withdraw courses in accordance with regulations and obtain the approval of the department director. However, due to restrictions on internship sites, the addition or withdrawal of internship subjects must be approved by the teacher first and then by the department director.

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。）

3. Taking subjects as a double major or minor must be approved by the director of the additional department and the director of the same department. (This is applicable to students who have been approved to study double majors or minor departments.)

四、自由選修科目之初選、加退選，依照規定辦理選課。

4. For the initial selection, addition and withdrawal of free elective subjects, course selection shall be handled in accordance with regulations.

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

5. In principle, the number of people who can start a class should be more than 15 people. Those who meet the following circumstances will still agree to start the class even if the number of people does not reach 15.

(一)儀器設備或場地受限制。

(1) Equipment or space is restricted

(二)該班人數未達15人亦可開課。

(2) Classes can be held if the number of students in the class does not exceed 15.

(三)專業必修科目修課人數未達15人。

(3) The number of students taking the required major courses is less than 15.

(四) 經各系(科)、中心課程委員會通過後，並提請課程委員會、教務會議審議通過。

(4) After being approved by the curriculum committees of each department (or program) and center, the course proposals shall be submitted to the University Curriculum Committee and the Academic Affairs Meeting for final approval.

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。

6. When an elective course cannot be started due to insufficient number of students, the Academic Affairs Office will announce a unified withdrawal process. Students should go online to add another option through the course selection system during the add-and-drop period.

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)。

7. Students in the third year (inclusive) of our school's faculties may take pre-master's courses, with a maximum of two course credits, if approved by the department they originally studied and the department they intend to study in. Those with passing grades (70 points) will be given credits, but will not be included in the total number of graduation credits. (Credit credits shall be processed according to the school's credit exemption procedures)

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 for selecting courses across departments: If a student in Department A is studying a certain subject in Department B, if this subject is designated as an elective in Department A, it will be an elective subject; if Department A is designated as a compulsory subject, it will be a compulsory subject.

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 taken by students of each year in each semester is as follows:

一、學院部日間部：

1. College Day Department:

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。

two-year system: A minimum of twelve credits and a maximum of twenty-four credits for the third year; A minimum of nine

credits and a maximum of twenty-four credits in the fourth year.

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 system: A minimum of **twelve** credits and a maximum of twenty-four credits for the first, second and third years; A minimum of nine credits and a maximum of twenty-four credits in the fourth year.

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。

2. Specialist Department Day Department: A minimum of **sixteen** credits and a maximum of thirty-two credits for the first, second and third years; The fourth and fifth grade students must have at least 12 credits and a maximum of 28 credits.

三、進修部二技及進修部二年制專科學生至少九學分，至多二十四學分。

3. Students in the Division of Continuing Education for the Two-Year Bachelor's Program and the Two-Year Junior College Program must enroll in a minimum of 9 credits and a maximum of 24 credits per semester.

四、全學期在校外實習者則不受最低學分限制。

4. Those who practice off-campus for a full 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。

5. Students who have excellent academic performance and meet the standards set by each department or who transfer to a department (subject), transfer (re)study or study a course may choose one or two additional courses with the approval of the department director (director) and report to the Academic Affairs Office for approval. Course, up to 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 The course selection list printed by the student's course selection results must be carefully checked and signed by the student to confirm whether the course selection information is correct before completing the course selection procedure. The registration of student grades is based on the student's course selection list. Even if there are scores in unselected subjects, they will not be recognized; if there are no scores in selected subjects, they will be calculated as zero points.

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 When compulsory courses are discontinued or changed to electives or their names and credits are changed due to the revision of the course table, those that need to be taken up or retaken can be replaced by courses with new names or courses of similar nature, but the total number of credits for graduation shall 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 Compulsory courses for majors cannot be taken in lower classes and higher classes. Under special circumstances, upper-level courses can only be taken with written approval from the dean of the department; however, courses starting in alternate years are not subject to this restriction.

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 semester order. Those who have not taken them in the previous semester are not allowed to take them in the next semester. If they are taken without authorization, the credits will not be recognized. This does not apply to retaken courses and transfer students' supplementary courses. National defense education, military training and sports are handled separately 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 Those who take elective courses that are combined with academic science and internship are not allowed to take the internship course separately, otherwise the credits for this course will not be recognized. However, if the academic subjects and internships are repeated (make-up) or canceled, the academic subjects can be taken in Class A and the practical subjects in Class B must be approved by the department and the dean of the course.

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 times of the courses selected by students must not conflict. If there is a conflict, students should apply to change or withdraw from the course during the add-and-drop period; Otherwise, credits will not be recognized for all subjects whose class times conflict with each

other.

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 Compulsory subjects must be taken in the same class, and students may not withdraw from the class except in compliance with the provisions of Article 21 or with the approval of the dean of the department for special reasons. General education courses should be taken according to the academic group to which they belong. If the number of students is full, they should take other general education courses in the same 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 who wish to withdraw from required courses must obtain the consent of the dean of the department.

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 For professional elective courses, the two-year college students and the third and fourth grade students of the four-year college department can take inter-academic courses. The fourth and fifth-year students of the fifth-year college, the first-year and second-year students of the second-year college and the first-year and second-year college students can study each other. Study, but you need to choose courses according to the relevant regulations of each department. General education courses are compulsory. The two-year and four-year undergraduate programs can take cross-department and cross-year courses, but they must meet the requirements for continuous academic year 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 should apply for addition or withdrawal within the stipulated time. Those who fail to do so after the time limit will not be allowed to re-apply for any reason.

第二章一般選課

Chapter two General course selection

第十五條 本校選課作業分為三階段選課，第一階段屬於預選，主要為辦理選修科目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及未於第一階段選課者，則於第二階段加退選期間內辦理。如未於第二階段加退選期間選課者，得於第三階

段(每學期第一週)辦理；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 The course selection process at the university is divided into three stages. The first stage is the pre-selection period, during which students register for elective courses and required courses with multiple options. Students who need to reselect courses due to course cancellations (such as insufficient enrollment), as well as those who did not complete course selection during the first stage, must do so during the second stage—the add/drop period. Students who still have not completed course selection by the end of the second stage may do so during the third stage, which takes place in the first week of the semester. The Office of Academic Affairs may establish additional procedures and guidelines for course selection based on actual needs. Students must complete the course selection process within the designated periods.

第十六條 學生於加退選截止日後，如因學習困難，得於期中考前一週(第八週)內辦理退選程序，但不退費，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 who experience academic difficulties may apply for course withdrawal up to one week before midterm exams (Week 8). However, no refund will be given for withdrawn courses. The Office of Academic Affairs may establish additional procedures and guidelines for course withdrawal each semester based on actual needs. Withdrawals without official approval, failure to pay tuition, or failure to attend class will result in a grade of zero for the course.

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-department courses are regarded as credits from non-professional elective courses within the department. Each department may recognize credits earned from cross-department courses as graduation credits, but the recognition standards and proportions should be set.

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 Required elective courses for extension students, returning students, transfer students, or transfer students should be selected during the add-and-drop period.

第三章重補修

Third Chapter Re-patch 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 in our school who have failed in the subjects they are taking, who are deferral students, repeat students, transfer department (subject) students or transfer students who need to take repeated (make-up) courses with the same class can do so during the add-and-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' retakes must be reviewed and approved by the department (section) director and the Academic Affairs Office, and relevant procedures must be completed during the enrollment and withdrawal 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 who apply for repeat (make-up) courses are not allowed to withdraw from the required subjects of the class and choose other classes to participate in the repeat (make-up) courses. However, those who meet the following conditions may be transferred to another class after review and approval by the department (subject) director and the Academic Affairs Office.

一、五專部四、五年級生及應屆畢業生。

1. Fourth and fifth grade students and recent graduates of the fifth specialized department.

二、調班後仍屬同一學制同一年級者。

2. Those who are still in the same academic system and grade after class adjustment.

三、系(科)停招。

3. The department (section) has suspended recruitment.

第二十二條 日間部在校生隨班重(補)修，不繳重修費。進修部學生隨班重(補)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 Day division students who retake or make up courses with regular classes are exempt from paying retake fees. However, students in the Division of Continuing Education must pay credit fees for retaking or making up courses with regular classes. For extended-study students, if the total number of credits taken (including off-campus internships) does not exceed 10 credits, fees are charged based on the number of instructional hours. If 10 credits or more are taken, full tuition is charged in accordance with 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 Matters such as performance assessment and management of students' repeated (make-up) studies shall be handled in accordance with the school's academic principles and 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 A student's registration for re-taking is only limited to filling out the form once. If a conflict is found due to filling in the form twice, the student's information for re-taking (re-taking) will be cancelled.

第四章棄選

Chapter Four Give up taking 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 students apply for admission and withdrawal at the school's scheduled time each semester, if they are unable to focus on their studies due to special personal and physical conditions or family changes, they may apply for withdrawal. Students who apply for withdrawal for reasons other than those mentioned above are limited to one subject.

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 The total number of credits taken after withdrawal should not be lower than the minimum number of required credits, and the withdrawal can be handled by the course affairs team after being interviewed by the instructor, approved by the teacher and the department chair.

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 withdraw from elective courses each semester is five weeks before the final exam. Students may apply to withdraw based on the announced schedule.

第五章附則

Chapter Five 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 Regulations regarding students' inter-department course selection, inter-school course selection, and winter and summer course taking will be determined separately.

第二十九條 本辦法如有未盡事宜，依相關法令辦理。

Article 29 If there are any matters not covered in these Measures, they 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 These regulations shall be implemented after being approved by the Academic Affairs Meeting and approved by the principal. The same applies to revisions.