

CTU Guidelines for Retaking Courses

建國科技大學學生重(補修)處理要點

1. The students of ChienKuo Technology University may need to retake a course because of academic failure or departmental/school transfer. These students should follow the regulations in the guidelines, unless where stipulated otherwise by the Ministry of Education
2. The administrative staff in each department and academic office should assist students to retake the course before they enroll in the class. The principle of selecting the course is based on choosing the ones approved by their major departments. If the conditions meet the regulations in the 4th guideline, the students are able to retake the course in other departments, years, and divisions.
3. If the students retake the courses in other departments, other year-levels, and other divisions, they should obey the following rules:
 - (1) If the course title, the number of semesters, and the number of credits are all the same, the students are allowed to retake the course provided by other departments, other year-levels and other divisions. In addition, students are eligible to retake a course which is different from their year-level.
 - (2) If the course title, the number of the semesters, and the number of the credits are all the same, students are allowed to retake the course provided by other departments, other years of their studying, and other divisions.
 - (3) If the title of the subject, the number of the semesters, and the contents in the subject are all the same but the number of credits differs, the students should select the course containing higher credits rather than lower ones.
 - (4) The credits cannot be acknowledged until the above rules have been approved by the chairperson.
4. If those who are not able to retake the course in the middle of the semester, the course may be offered in either summer or winter sessions according to the students' needs.
5. The regulations of the courses offered in either summer or winter session are listed as below:
 - (1) The course will be offered for students to take if at least 10 students enroll in the same subject.
 - (2) If seniors and time-extended students are merely lacking one course before their graduation, and if the number of these students and other ones who intend to retake the course are more than 5, they can apply for a new class.

The class will be offered once it has been approved by the class instructor, the chairperson (the students' major department), the General Education Center (except English) as well as the head of the curriculum division. If there are not enough students, but they agree to share the cost of 5 tuition fees (counted by teaching hours) and other expenses, the class will still be offered once this specific case has been approved.

- (3) Those who retake the courses cannot take more than 20 credits in each academic year. However, seniors and time-extended students are able to take 10 extra credits.
 - (4) The teaching hours of each credit should not be shorter than 18 hours.
 - (5) Those who retake the courses should pay for the credit fees according to the regulations.
 - (6) If the number of the students enrolling in the class is more than 10 students, the instructor will be paid by actual teaching hours. However, if the number of students does not reach 10, the instructor will be paid by the tuition fees collected from students.
 - (7) It is essential to keep all the data and test sheets collected from the students for 2 years. The booklet keeping the records of students' grades should be saved indefinitely.
 - (8) If the division is dropped by the university, the guidelines may be flexible.
6. The grades students get in the course they retake should be counted on their semester transcripts. However, the grades from summer and winter sessions cannot be counted as received in a different time. The credits they actually gain should be written in the credit column, and the grades should be combined with the grades from other courses to be totaled.
 7. These regulations shall be implemented and entered into force upon the approval of the Academic Affairs Committee and the ratification of the President of the University. The same procedure applies to any amendment of these regulations.