

CTU Guidelines for Elective Courses

建國科技大學學生選修科目選課要點

1. The elective courses and the number of credits stated in the guidelines are regulated by the chair of each department according to the curriculum standard set by the Ministry of Education and the necessity of developing specific features in each department. The guidelines have been examined and approved in the department affairs meeting.
2. The total credits of the elective courses provided by each department should be one and half times the minimum credits set by the Ministry of Education.
3. The elective courses offered should meet the needs of helping students to develop their professional skills.
4. The title of elective courses, the number of credit and course outlines intended to be offered in the next semester should be announced by each department at the end of each semester.
5. By the end of the semester, students can sign up for the following semester's courses. 10 students are signed up for a course, the staff in the curriculum section will schedule the time for this class. The purpose of doing this is to meet the needs of formally processing the enrollment in the next semester.
6. At the beginning of each semester, students are allowed to add or drop their courses within the drop/add period. Registration is on a first-come, first-served basis. Each course is restricted to a limited number of students who can sign up for it. Students may not add or drop a course once it has reached its maximum or minimum student capacity.
7. Each department must designate certain times for their elective classes to be offered to students from other departments.
8. After students sign up for the courses, they must attend classes in the first week of the new semester. In case of having both the regular class and the retaken class at the same time, these students can either add or drop the course during the drop/add period during the new semester. If the students do not attend their registered classes, they are considered as absent and this case will be processed according to the rules of absence.

9. 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.