

Rules of Course Selection for Undergraduate Programs of Division of Continuing Education of Department of Industrial Management at I-Shou University

Established based on the regulations in the students' handbook and adopted by the Departmental Affairs Council on October 14, 2009 after successive meetings

Amendments adopted on December 14, 2011 at the fourth meeting of the Departmental Affairs Council in the first semester of the academic year 2011

Amendments adopted on February 17, 2012 at the first meeting of the of the Departmental Affairs Council in the second semester of the academic year 2011

- I. The Department of Industrial Management (hereinafter referred to as the “Department”) stipulates the Rules of Course Selection for Undergraduate Programs of Division of Continuing Education of Department of Industrial Management at I-Shou University (hereinafter referred to as the “Rules”) to regulate the course selection by undergraduate students studying undergraduate programs of the Division of Continuing Education programs at the Department.
- II. The Rules apply to students (transfer students included) who are admitted to the undergraduate programs of the Division of Continuing Education of the University in the academic year of 2011 and beyond.
- III. Each student of the Department shall follow respective four-year curriculum plans applicable to the academic year of their enrollment to take courses.
- IV. Students of the Department shall take courses in the following priority:
 1. required courses required by the Department and the College for respective class;
 2. elective courses offered by the Department;
 3. courses of the undergraduate programs of the Division of Continuing Education.

Students who have to take courses with the same titles offered by another division/department/class for special reasons shall complete an Application Form for Inter-Division/Departmental/Class Course Registration (Attachment 1) and detail the reasons. After the application form is submitted to the Department, such students can take courses accordingly with prior approval of the course instructors and the Chair of the

Department; otherwise, the credits of those courses will not be recognized by the Department.

- V. When a student takes courses from another division/department, the title of the taken courses, the category of courses (required or elective) and the number of course credits shall be identical to those specified in the four-year curriculum plans of the Department. If the four-year curriculum plan applicable to repeaters, students in the period of extension for graduation, or students re-entering the University from suspension has been cancelled, such students may take courses at another division/department after the Curriculum Committee of the Department approves to do so.
- VI. Senior students who are soon-to-be graduates may take elective courses not offered by the Department within the most recent year at another division/department.
- VII. Undergraduate students of the Division of Continuing Education shall take courses of general education courses of 8 credits. Excess credits shall not be recognized as credits of elective courses.
- VIII. Students shall not take required courses offered to students at a higher grade level. The aforesaid restriction, however, is not applicable to elective courses.
- IX. After applications are approved, undergraduate students of the Division of Continuing Education can take courses offered by the daytime undergraduate programs. A maximum of 3 credits can be taken per semester.
- X. Students whom courses are intended to be offered to shall have the top priority to take the courses. Any spare vacancies may be occupied by students at any other grade levels by selecting the courses via the Information System. Students who have successfully registered the courses which are intended to be offered to them shall not drop the courses without discretion in order to secure their rights.
- XI. A maximum of 69 enrollments is regulated for each elective course, but course instructors may determine whether to increase the number of vacancies available on the course.
- XII. A maximum of 1 credit of military training courses shall be recognized by the Department as an elective credit.
- XIII. After a student completes relevant courses and is awarded a certificate of Inter-Departmental/College Degree Program, the credits he/she acquires shall be recognized by the Department as part of credits for graduation; if the program is not completed, a maximum of two courses taken at other departments will be recognized as part of credits for graduation.

- XIV. Students enrolling after the academic year 2011 may take elective professional courses offered by other departments of the College of Management as long as such courses share the same titles as those offered by the Department. The credit of such courses shall be recognized as part of elective credits of the Department.
- XV. Course prerequisites:
1. For courses with learning sequence to be learned within one academic year, those who receive a score lower than 40 in the first semester are not allowed to take the course in the second semester.
 2. Senior students who are soon-to-be graduates may apply for being exempt from the restriction of receiving a score of at least 40, but the requirements for course prerequisites shall be followed.
- XVI. In case of any situation related to course selection by undergraduate students of the Division of Continuing Education not regulated herein, the Chair of the Department may request all the faculty of the Department to review and discuss.
- XVII. Any matters not mentioned herein shall be governed by relevant regulations and rules of the University and reviewed by the Departmental Affairs Council.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.