

國立高雄師範大學學生選課應行注意事項

National Kaohsiung Normal University Regulations for Course Selections

80.09.25. 八十學年度第一學期第一次教務會議修訂
84.01.06. 八十三學年度第一學期第二次教務會議修訂
85.01.11. 八十四學年度第一學期第二次教務會議修訂
88.10.27. 八十八學年度第一學期第一次教務會議修訂
89.10.25. 八十九學年度第一學期第一次教務會議修訂
90.10.31. 九十學年度第一學期第一次教務會議修訂
91.03.27. 九十學年度第二學期第一次教務會議修訂
91.12.04. 九十一學年度第一學期第二次教務會議修訂
93.03.31. 九十二學年度第二學期第一次教務會議修訂
94.04.13. 九十三學年度第二學期第一次教務會議修訂
95.03.29. 九十四學年度第二學期第一次教務會議修訂
95.10.25. 九十五學年度第一學期第一次教務會議修訂
96.06.20. 九十五學年度第二學期第二次教務會議修訂
96.10.24. 九十六學年度第一學期第一次教務會議修訂
97.04.09. 九十六學年度第二學期第一次教務會議修訂
97.06.11. 九十六學年度第二學期第二次教務會議修訂
97.10.29. 九十七學年度第一學期第一次教務會議修訂
99.04.21. 九十八學年度第二學期第一次教務會議修訂
99.10.20. 九十九學年度第一學期第一次教務會議修訂
100.04.27. 九十九學年度第二學期第一次教務會議修訂
101年04月25日 100學年度第二學期第一次教務會議修訂
101年10月31日 101學年度第一學期第一次教務會議修訂
103年4月9日 102學年度第二學期第一次教務會議修訂
103年5月28日 102學年度第二學期第二次教務會議修訂
103年10月29日 103學年度第一學期第一次教務會議修訂
104年10月28日 104學年度第一學期第一次教務會議修訂
106年04月19日 105學年度第二學期第一次教務會議修訂
106年12月20日 106學年度第一學期第二次教務會議修訂
107年6月13日 106學年度第二學期第二次教務會議修訂
108年4月17日 107學年度第二學期第一次教務會議修訂
108年12月18日 108學年度第一學期第二次教務會議修訂
110年4月14日 109學年度第二學期第一次教務會議修訂

一、學生選課須依照本注意事項及各系、所、中心規定辦理。每學期加退選結束後，教務組所列印之學生正式選課單，須由學生本人於規定期限內簽名並經該系所主管簽章後轉送教務處，方為完成手續。

1. Students must choose courses in accordance to the regulations of departments, graduate schools and centers. After the end of add and withdrawal period each semester, the official course list for the student printed by the Academic Affairs Division(aka Curriculum and Registrar Divisions) must be signed by the student within the prescribed time limit and signed by the head of the department before being transferred to the Academic Affairs Office to complete the procedure.

二、各學系學士班學生，每學期最高修習學分數為 27 學分；最低修習學分數，一至三年級為 16 學分，四年級為 9 學分。經系主任同意者，可超修或減修 1 至 2 科目；同意減修者，減修後總修習學分數不得少於 9 學分。延長修業年限之學生，註冊者至少應選修 1 個科目，最高修習學分數比照四年級規定辦理。體育為必修課程，不列入上述學分數計算。

2. For students of bachelor classes in each department, the maximum number of credit for each semester is 27 credits; the minimum number of credits for each semester is 16 credits for Freshman to Junior Years (Years 1 to 3) and 9 credits for the Senior Year (Year 4). Subject to the approval of the Chair of the department, exceeding the limit of credits or reduction of 1 to 2 courses may be possible; upon approval, the total number of credits after the reduction cannot be lower than 9 credits. For students with extended study limits, registrants should register for at least 1 course, and the maximum credits for study shall be in accordance with the provisions of the Senior Year (Year 4). Physical education is a required course and not counted towards credits limitation described above.

三、依據學則第 23 條規定：碩、博士班研究生第一學年每學期修習學分以 6 學分為原則，不得超過 12 學分，惟經系所主管同意後可減修，減修後不得少於 3 學分。第二學年，每學期不得少於 2 學分，不得超過 12 學分(論文另計)，超修學分上限者，需經系所主管核可。但若已修畢規定之應修學科及修滿畢業學分數者，可僅修論文。同等學力考進碩、博士班者，各系所酌情規定補修基礎學科，補修之學分，不計入每學期修習學分上限，應補修而未修習通過者不得畢業。通過本校教育學程甄試之研究生，每學期得修習師資職前教育課程之學分數依據本校學生修習教育學程辦法之規定辦理。若有修習非研究所課程者，每學期以 12 學分為上限，但已修滿系所規定畢業學分者，不在此限；其學期總學分之上限為 24 學分。

3. According to the provisions of Article 23, master and doctoral students of the first academic year shall in principle take 6 credits for each semester and no more than 12 credits per semester; the number of credits may be reduced with the approval of the Department Chair, with a minimum of 3 credits after the reduction. In the second year, student may not take less than 2 credits or more than 12 credits in each semester (excluding thesis).

Those who exceed the credit limit must be approved by the Department Chair. However, those who have completed the required courses and graduating credits may register for only thesis. For those enrolling in the master's and doctoral classes with the same intellectual capacity and scholastic achievement, each department will stipulate the basic courses required for make-up. These courses are not included in the upper limit of credits for each semester, and those who should catch up with the course requirement but did not pass the course will not graduate.

Graduate students who pass the school's educational course screening will study the pre-service education courses for teachers; the number of credits students may register for each semester shall be handled in accordance with the provisions of the school's regulations for students to pursue educational courses.

Those who take non-graduate level courses are limited to twelve credits per semester.

Those who have completed credits for graduation and have completed the requirements

set by the department and graduate school are not restricted by this regulation; the upper limit of total semester credits is 24 credits.

四、學生修讀學分依前二點規定辦理，未經同意超修之學科其學分數及成績，予以登錄，但不計入畢業應修總學分。

4. Students should complete the credits according to the previous two regulations. The credits and scores of excess courses that have been over-taken without approval will be recorded, but will not be counted as total required credits for graduation.

五、修讀校定共同必修、教育專業科目，超出其規定應修學分時，超出之學分及成績予以登錄，但不計入畢業應修總學分。

5. For common required courses and education professional courses: if the number of credits exceeds the required credits, the excess credits and scores will be recorded, but not included in the total credits required for graduation.

六、學生所修讀科目學期成績不及格者不得補考，必修科目應予重修。已修習及格之科目不得重選，如重選該科目，該科目之成績及學分予以登錄，但不計入畢業應修總學分。

6. Students who have failed to pass in a semester will not get a make-up test, and the required subjects should be retaken. Subjects that they have passed cannot be reselected. If the subject is reselected, the scores and credits of the subject will be recorded, but not included in the total credits required for graduation.

七、修讀全學年課程，其上學期成績不及格在 40 分(含)以上者，得繼續修讀下學期科目，但上學期仍應重修；只修讀一學期或僅有一學期之成績及格者，或上學期成績未達 40 分或未選而先修讀下學期課程者，均不核給學分。

7. Students who have completed the whole year courses with a score of 40(included)and above in the previous semester shall continue to take the course in the next semester, but should still re-take those courses of the 1st semester. Those who have only taken one of the academic year course or have only one semester passing grades, or those who do not achieve 40 points in the previous semester or do not choose to take the course of the 1st semester before taking the 2nd semester course, will not be awarded credits.

八、修讀課程應按學年循序就該系所規定科目表修讀。本系所科目未修讀完畢，如修讀其他系所，或低年級修讀高年級科目(非系必修)須經系所主管之專案核可，否則該科成績及學分予以登錄，但不計入畢業應修總學分。

8. Courses should be taken in the order of school year in accordance with the subject list prescribed by the department. Students wishing to take courses in other departments, or graduate school or the lower level students wishing to study higher level subjects (not required by the department) must gain special approval by the Department Chair first; otherwise, the scores and credits of the course(s) will be registered, but not included in the total credits required for graduation.

九、凡修讀非本系所相關之科目，該科成績及學分予以登錄，至是否納入畢業應修總學分，依各系所開課系統表規定。

學士班學生修讀學分學程、輔系或雙主修，並依規定修畢應修學分者，其中 10 學分得列入主修學系畢業學分，其採計之科目由各學系認定。

前二項學分數是否併計，由各學系自行認定。

9. For outside-department courses, the scores and credits of the course will be recorded, but whether the courses will be included in the total credits for graduation is decided according to the system table of the courses offered by each department.

For under graduate students who take credit courses, minor degrees or double majors, and complete the required credits according to the regulations, 10 of the credits may be counted towards the student's department graduation credits. The approval of the courses is determined by each department.

十、各系低年級學生不得先修高年級系必修科目，但與高年級合開之科目不在此限。

10. The students of lower level of each department cannot take the department required courses of the higher level, but the courses co-offered with the higher level are not subject to such restriction.

十一、各系預研究生或考取本校碩士班學生，於大學四年級時如先修碩士班課程，須經系所主管同意後，陳請教務長專案核可，惟以 12 學分為限。非本校預研究生先修之碩士班課程，須依本校「日間學制碩博士班學生收費標準」另行繳納學分費。

11. For the pre-graduate students of each department or the students who are admitted to the graduate school, they may take the graduate school courses in their senior year (4th year) of undergraduate study upon the special case approval of the Department Chair and the Academic Dean. The maximum limit of courses is 12 credits. For non-NKNU pre-graduate school students, credit payment to pre-study graduate school courses must be paid in accordance with the university's regulation for "day-time graduate school and doctoral class students' fees".

十二、凡必修科目，若開課學系開為選修，而學生修讀該科者，其學分不能抵充必修學分數，惟體育除外。

12. For all required courses, if the course is opened as an elective course, the credits earned cannot be counted towards required credits(physical education courses excluded).

十三、學生已修讀之科目可於期中考試週結束後三週內，經任課教師、導師暨系所主管同意簽章後，得申請棄選，以 1 科為限並不予退費。但情況特殊經任課教師、導師、系所主管及教務長同意者，不在此限。棄選後之總學分數，仍應符合第 2 點、第 3 點所訂之最低應修學分數。

13. Students may apply for withdrawal of courses within three weeks after the end of the mid-term examination week. Subject to the approval of the instructor, advisor and department chair, withdrawal of courses is limited to one course and course fee will not be refunded. However, special cases are not restricted to this limit, with the consent of the instructor, advisor, department head, and academic dean. The total number of credits after withdrawal should still meet the minimum number of credits per semester stipulated in Rules 2 and 3.

十四、學生應慎重選課，正式選課單應仔細核對，如有錯誤或塗改之處，應經系所查明原因蓋章證明，如涉及所選科目名稱變更、增、刪，須洽教務處審查後重印，否則無效。

14. Students should select courses carefully, and the formal course list should be carefully checked. If there are any errors or if any corrections are made, the reasons should be investigated and the corrected form stamped and certified by the department. If there are any changes to the name of the selected course, or if there are any additions or deletions to the course(s) selected, please contact the Academic Affairs Office to review and reprint the change; otherwise the modification is invalid.

十五、正式選課單，以完成簽章認可繳交教務處所載者為準，經送繳後，如有漏選、多選或錯誤，其責任由學生自負。

15. The final formal course selection list shall be subject to the completion of the signing and approval of the form be submitted to the Academic Affairs Office. Upon submission of the form, any missing courses, additional courses, or remaining errors, are the responsibility of the student.

十六、學生所選科目，如同一上課時間修讀兩科以上者，該等科目、成績及學分均不予登錄。

16. If students take more than one course at the same class time, these courses, scores and credits will not be recorded.

十七、各系學生應自行檢核應修課程(含校定共同必修課程、體育、通識科目)是否均已修讀完畢，如有缺修，應儘快補修，以免影響畢業。

17. Students of all departments should self-check whether all required courses (including the General Core courses, Physical Education courses, and General Education courses) are completed. Any remaining courses should be taken as soon as possible so as not to affect graduation.

十八、新舊課程交替期間，舊科目表規定為必修之科目其處理原則如下：

(1) 如改為選修且繼續開設，則仍應選修。

(2) 如學分數變更，得以修讀新開科目及學分。

(3) 如已停開，得專案提出申請，經課程所屬系所主管及教務處同意後，以性質相近科目代替或免修。惟其畢業總學分數不得減少。

18. During the transition period between the new and old courses, if there are any changes to the required courses on the old course list, the principles for changes are as follows:

(1) If the course is changed to elective course and continues to be offered, it should still be elective.

(2) If the number of credits changes, students can register for and follow the newly opened subjects and credits.

(3) If the course is no longer being offered, a special case appeal for the new course may be made. After approval by the Chair of the department to which the course belongs and by the Academic Affairs Office, the course may be substituted by other courses of similar nature or may be exempted. However, the total number of credits for graduation cannot be reduced.

十九、大一至大二體育課，每學期限修 1 科，因成績不及格重修或專案核准者，始得一學期同時修讀 2 科，惟同時修讀之體育組別必須為不同選項。

19. For the freshman to sophomore physical education(PE)course requirement, one PE course can be taken per semester. Those who have failed to pass the PE course and need to re-take the course or those who have received special approval can take 2 courses at the same time in the same semester, but the sports type must not be of the same option.

二十、加退選後，凡因故停開之科目，原選課之學生得重行辦理加選手續，並應於公告停開後兩天內辦理。

20. After the course add-and-drop period, if there are courses that need to be closed due to unforeseen reasons, the students redo the additional selection procedure, and they should complete the procedure within two days after the announcement.

二十一、凡經電腦代選之必修課程，如經核准免修、抵免，或有修讀限制或因故不能修讀者，學生應自行於網路選課期間退選該課程。

21. For required courses added by the computer system, if the student is approved for exemption or waiving or if there are restrictions or special reasons the student cannot take the course, the student should him-or herself withdraw from the course during the online course selection period.

二十二、學生選課，應以教務處公布所屬年級必(選)修科目表中所列科目為範圍。惟休學生如尚未修習任一科目者，得以復學學年度之開課系統表為修課標準。

22. Students should choose courses listed within the designated year level required (elective) course list announced by the Academic Affairs Office. However, for students returning after suspension and who have not taken any subject, he or she can use the curriculum of the resumption school year as the standard.

二十三、凡課程分(上)、(下)者視為全學年課程。其修課規定準用本注意事項第 7 點。

23. If the course is divided into(上) (“first half”) and (下) (“second half”), it is regarded as a full-year course. For course regulations, refer to Rule 7.

二十四、凡課程分(一)、(二)...者，視為學期課程之開設且具階段性，須依序修讀，其修課規定準用本注意事項第 7 點。

如因特殊情況無法循序修讀之課程，應專案簽准始採計學分。

若各系所有其專業考量，開課系統表明定不具階段性，無須循序修讀，經三級課程委員會暨教務會議通過者不在此限。

24. Courses divided into (1), (2) ..., are considered semester courses with development stages; hence, and the courses must be taken in order. For course requirements, refer to Rule7.

If the courses cannot be completed in sequence due to special circumstances, the student must receive special approval for the course to be counted toward graduation credits.

For each departments due to professional considerations, the course system may show that the course(s)are scheduled not to be staged and do not need to be completed in sequence; upon the approval of all three-levels course committees and Academic Affairs Meeting, these courses are not restricted to such limitation.

二十五、學生應於選課規定期限內，完成選課程序，未完成選課程序者，視同未完成註冊程序。所選科目未依規定繳交學雜費、學分費或其他應繳費用者，依照本校學則規定辦理。

25. Students should complete the course selection process within the prescribed time limit for course selection. Those who have not completed the course selection process are deemed to have not completed the registration process. If the selected subject fails to pay tuition and miscellaneous fees, credits fees or other fees payable in accordance with the regulations, it shall be handled in accordance with the provisions of the school's academic rules.

二十六、本注意事項未盡事宜依有關規定辦理。

26. The matters not mentioned in this note shall be handled in accordance with relevant regulations.

二十七、本注意事項，經教務會議通過，陳請校長核定後公布實施，修正時亦同。

27. This note, upon approval of the Academic Affairs Meeting, will be submitted to the president for approval and implementation. Any amendment to the note will go through the same procedure.