

# **Chung Yuan Christian University (CYCU)**

## **Cross-University Course Registration Rules and Policies**

April/21st, 2009. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-0980066379  
Amended by the 870th Administrative Coordination Meeting on January 7, 2010.  
Amended by the 906th Administrative Coordination Meeting on March 7, 2013.

August/27th, 2003. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-1020128005  
October/30th, 2013. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2013-2014.  
Amended by the 916th Expanded Administrative Coordination Meeting on January 2, 2011.

January/29th, 2014. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-1030013727  
January/20th, 2021. Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2020-2021.

February/23rd, 2021. Confirmed Articles 1,2,4,5 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1100017245  
March/17th, 2021. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2022-2023.  
April/13th, 2021. Confirmed Articles 6 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1100044592  
July/19th, 2023. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2022-2023.

- Article 1      In order to promote intercollegiate cooperation and meet students' course enrollment needs, the University has established these regulations in accordance with Article 25 of the University Act and Article 14 of the *CYCU Academic Policies*.
- Article 2      CYCU Students who take courses at other institutions should generally choose courses that are not offered by this University during that semester. However, this does not apply to undergraduate students subject to the flexible study measures for military service during their study period at this University (referred to as bachelor's degree who served in the military).  
When CYCU students enroll in courses at other institutions, the class schedules must not overlap with those of the courses they have chosen at this University. Any conflicting courses will be graded as zero.
- Article 3      CYCU Students who take courses at other institutions must complete the procedure before the course registration deadline at this University. The number of credits taken at other institutions is limited to one-third of the total credits the student enrolls in during that semester. However, this limit does not apply to students who are about to graduate (including those with extended study periods), third-year and above master's (professional) program students, and doctoral students.  
Bachelor's degree who served in the military need to exceed the previously mentioned credit limit and should follow the flexible study measures for military service during their study period as prescribed by this University.

- Article 4      Students from other institutions who wish to take courses at this University must complete the intercollegiate course registration procedures before the course registration deadline at this University. Late applications will not be accepted.  
After registering for courses, students from other institutions are not allowed to drop courses or request refunds, except in cases where the course is canceled.
- Article 5      This University accepts intercollegiate course registration from students of other institutions. The teaching, course withdrawal, exams, and grade calculation are handled the same as for this University's students. After the semester exams, the instructors will upload the grades to the CYCU C-map system. The Office of Academic Affairs will then organize and register the grades, which will be sent to the student's original institution for review.
- Article 6      CYCU Students who choose courses at other institutions must pay the fees according to the regulations of the other institutions.  
Students from other institutions who choose courses at this University must pay the credit fees according to the University's regulations. If they choose computer, language, or music courses, they must also pay additional fees for computer, language practice, or specialized facility and equipment usage.  
For universities that have signed reciprocal cooperation agreements with this University, intercollegiate course registration is exempt from credit fees for students of both institutions.
- Article 7      All other relevant matters not covered in these rules and policies shall be governed by relevant laws and regulations.
- Article 8      The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.