

Chung Yuan Christian University (CYCU) Procedures for Opening Summer Courses at CYCU

- Article 1 These procedures are established in accordance with CYCU Academic Policies Article 89.
- Article 2 Each department opening any course that accords with any of the following circumstances could apply for opening summer courses.
- I. In exceptional cases, when there are difficulties in recruiting teachers during the semester.
 - II. General Subjects of freshmen and sophomores or students who require advanced placements.
 - III. Students who study for a supplemental subject, dual degrees, or cross-field programs.
 - IV. Required courses of graduation threshold.
- Article 3 Students who select summer courses should finish registration processes prior to application deadlines. Once student numbers meet minimum class size requirements, the department shall recruit teachers and submit a proposal to the CYCU Office of Academic Affairs for the announcement of course openings.
- Article 4 Each summer course must consist of no less than 15 students. Distance learning for the requirement of graduation threshold or making up required courses, the course could consist of less than 15 students, but the student numbers must be more than 5.
If the summer course does not meet the minimum class size requirement, the students taking the course should allocate the fees of the minimum class size requirement, the course may be opened with the approval of the CYCU Dean of the Office of Academic Affairs.
This regulation does not apply to special projects that are subsidized by the Taiwan Ministry of Education.
- Article 5 Regulations for instruction hours of studies and credits
- 1. Each course shall comprise four (4) to nine (9) weeks of study. A basic requirement of eighteen (18) hours of instruction time is needed to earn one credit.
 - 2. Total credits for summer courses cannot exceed sixteen (16) as a maximum.

- Article 6 To select summer courses, students should pay fees for credits and internships in accordance with relevant regulations. After a class starts, students cannot drop the course or request a refund.
- Article 7 If the time of the selected courses conflicts, the score of the subjects will be zero.
- Article 8 If the number of students exceeds more than thirty (30) in a course, a teaching assistant may be arranged.
- Article 9 If the number of students is more than ninety (90), teachers are allowed to apply for dividing into classes. However, students are not allowed to choose their preferences.
- Article 10 CYCU summer courses are primarily for CYCU students. Applicants from other schools must be accepted upon approval of other schools. CYCU students who drop out in the second semester of that academic year and are able to resume in the next semester can apply for summer courses. If students have taken summer courses but did not resume at school, the score of summer courses would not be recorded, and the fees would not be refunded. But this regulation does not apply to those students who did not resume school due to force majeure.
- Article 11 Students' grade calculations for summer courses shall be as follows:
1. Students' grade calculations shall be calculated in accordance with the CYCU regulations for the determination of academic grades.
 2. Grades, including pass or fail grades, must be recorded in the appropriate official reports and records of CYCU.
 3. Credits earned from summer course work shall not be combined with that obtained credits of other courses from other semesters. The scores of summer courses are not calculated with the average grade of other semesters. Nevertheless, the credit numbers and scores obtained from the summer coursework may be included with grades of the courses required for graduation.
 4. Make-up tests shall not be available for students who fail a summer course.
 5. All other relevant CYCU policies and regulations concerning calculation of grades at CYCU shall be applicable to summer courses.
- Article 13 If CYCU does not open such a course, students could apply for summer courses. But if CYCU does not open the courses for applications, students could select the same course at other schools,

subject to the approval of the chairman of the student's department and the CYCU Office of Academic Affairs. And it must be in compliance with the relevant regulations and policies of the school where the course will be taken.

Article 14 These policies and any amendments to them will become effective after approval by the CYCU administrative meeting and the president of CYCU. Then, the policies will be reported to the Ministry of Education. The procedure of the revision will be the same.