

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

Amended by the 739th Administrative Coordination Meeting on April 16, 1999.
Amended by the 754th Administrative Coordination Meeting on July 6, 2000.
Amended by the 782nd Administrative Coordination Meeting on November 7, 2002.
Amended by the 813th Administrative Coordination Meeting on June 2, 2005.
Amended by the 834th Administrative Coordination Meeting on March 8, 2007.
Amended by the 856th Administrative Coordination Meeting on November 13, 2008.
Amended by the 875th Administrative Coordination Meeting on June 3, 2010.
Amended by the 881st Administrative Coordination Meeting on December 2, 2010.
June/26th, 2013. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2012-2013.
Amended by the 910th Administrative Coordination Meeting on July 4, 2013.
August/27th, 2013. Approved for Amendment by the Ministry of Education in reference to document Tai-Gao-(II)-Tzu-No.1020128005
October/30th, 2013. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2013-2014.
Amended by the 916th Extended Administrative Coordination Meeting on January 2, 2014.
April/28th, 2016. Approved for Amendment by the Ministry of Education in reference to document Tai-Gao-(II)-Tzu-No.1030059322
March/30th, 2016. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2015-2016.
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June/26th, 2019. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2018-2019.
January/7th, 2020. Confirmed Articles 6 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1080179875
January/20th, 2021. Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2020-2021.
March/17th, 2021. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2020-2021.
April/13th, 2021. Confirmed Articles 4 and 10 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 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.
 - V. Students who apply for flexible study measures during their study period (referred to as bachelor's degree who served in the military) have course enrollment needs.
- 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

I. Each course shall comprise four to nine weeks of study. A basic requirement of eighteen hours of instruction time is needed to earn one credit.

II. Total credits for summer courses cannot exceed sixteen as a maximum. However, this does not apply to undergraduate students subject to the flexible study measures for military service during their study period at this University.

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 in a course, a teaching assistant may be arranged.

Article 9 If the number of students is more than ninety, teachers are allowed to apply for division 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 can resume in the next semester can apply for summer courses. If students have taken summer courses but have not resumed school, the scores of summer courses will not be recorded, and the fees will not be refunded.

However, 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:
- I. Students' grade calculations shall be calculated in accordance with the CYCU regulations for the determination of academic grades.
 - II. Grades, including pass or fail grades, must be recorded in the academic transcript of all years.
 - III. Credits earned from summer courses shall not be combined with the obtained credits of other courses from other semesters. The scores of summer courses are not calculated with the average grades of other semesters. Nevertheless, the credit numbers and scores obtained from the summer courses may be included with grades of the courses required for graduation.
 - IV. Make-up tests shall not be available for students who fail a summer course.
 - V. Matters not specified herein shall be handled in accordance with the CYCU Academic Policies

Article 12 If CYCU does not open such a course, students could apply for summer courses. However, 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. It must be in compliance with the relevant regulations and policies of the school where the course will be taken.

Article 13 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.