

國立臺北教育大學選課辦法

National Taipei University of Education Course Selection Regulations

87.5.13 教務會議通過
89.8.28 教育部(89)師(二)字第89106186號函備查
89.12.20 教務會議修正通過
90.5.23(89)學年度第2學期第2次教務會議修正通過
90.10.17(90)學年度第1學期第1次教務會議修正通過
90.11.12 教育部台(九〇)師(二)字第901558778號函同意備查
94.3.23(93)學年度第2學期第1次教務會議修正通過第5條
94.5.25(93)學年度第2學期第2次教務會議修正通過第22條
94.12.21 教務會議修正通過
97.10.22 教務會議修正通過
100.10.12 教務會議修正通過
103.10.22 教務會議修正通過
105.10.19(105)學年度第1學期第1次教務會議修正通過
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第一條 本辦法依本校學則第十三、十四條訂定之。

Article 1 These Regulations are formulated in accordance with Articles 13 and 14 of the University Regulations.

第二條 選課及加退選應於規定期限內辦理，學生所選課程之選課清單，以簽名繳交教務處核備 所載者為準。選課清單逾期未繳者，由教務處通知系（所、學位學程）催繳，仍未繳交者，則依選課系統記載為準。

Article 2 Course selection and adding/dropping courses shall be completed within prescribed deadlines, and the list of courses selected by students shall be based on the signed form submitted to the Academic Affairs Office. The Academic Affairs Office will send reminders to the departments (institutes, degree programs) for overdue course selection lists.

第三條 系（所、學位學程）每學期應依校訂之課程計畫表開課。

學生選課須依各系（所、學位學程）訂定畢業資格之應修習科目及學分表規定修習，違反前述規定者，其所修習學分不列入畢業最低學分數。

Article 3 Departments (institutes, degree programs) shall offer courses each semester in accordance with the curriculum formulated by the University.

Students are required to take courses and credits in accordance with the graduation regulations of their respective departments (institutes, degree programs). The credit hours of those in violation of the aforementioned regulations shall not be counted toward the minimum graduation credit requirement.

第四條 學生每學期修習學分數限制：

大學部學生修習學分數，第一學年每學期不得少於十五學分，不得多於二十七學分；第二與三學年，每學期不得少於十五學分；第四學年每學期至少於校內修習一門課。

Article 4 Student credit restrictions per semester:

Undergraduate students shall not take less than 15 credits or more than 27 credits per semester in their first academic year; less than 15 credits per semester in their second and third academic years; and less than one course per semester in the university in their fourth academic year.

第五條 各課程開課人數之上下限及加退選手續：

Article 5 Class size requirements and add/drop procedures:

一、開課人數之上下限：大學部以十人為下限，五十人為上限；研究所（學位學程）碩士班以四人為下限、博士班以二人為下限，二十五人為上限。

校共同課程暨通識領域課程、遠距教學課程、各式學程課程、雙主修課程、輔系課程、暑期課程等開課人數下限，如有相關規定，應依規定辦理。

二、加選：未達開課人數下限而停開之課程，或選課人數達開課人數上限之課程，不再受理加選。因特殊原因需加選選課人數已達開課人數上限之課程者，由各開課單位依每學期教務處公告之特殊情形人工加簽規定審核其資格，發放特殊情形人工加簽單。學生完成申請程序後，由各開課單位協助加選課程。

三、退選：本班之必修科目，除特殊原因（如學分抵免）外，不可退選。開學後選課人數恰達或低於開課人數下限之課程，不再受理退選，惟經授課教師及全體修課同學同意並理解該課程將因此停開者不在此限。

1. Class size requirements: Undergraduate classes must have a minimum number of 10 students and a maximum number of 50 students; master's classes (degree programs), a minimum of 4 and maximum of 25 students; doctoral classes, a minimum of 2 and maximum of 25 students.

2. Adding courses: The University shall not offer courses that do not have the minimum number of required students by the beginning of the semester.

3. Dropping courses: Except for special reasons (such as credit waiver), required courses cannot be dropped. Offered classes that have only the minimum number of required students cannot be dropped.

第六條 學生選課以在隸屬班級修習為原則，且以隸屬班級之必修科目為優先。修習之課程不應衝堂。衝堂之每一課程其學期總成績均不予登錄。重補修之科目應優先修習。修習課程若與重補修課程衝堂者，經隸屬學系（所、學位學程）主管核准後，始得辦理緩修或修習他系（所、學位學程）班組之學分、名稱相同的科目。

Article 6 Students shall, in principle, select courses in their class level, and prioritize required courses belonging to their class level. Selected courses shall not have conflict of class schedules; otherwise, the total semester grade for each conflicted class shall not be counted. Re-take courses shall be priority selection, and if selected courses schedules are in conflict with re-take courses, students may delay taking the courses or select courses from other departments (institutes, degree programs) with the same credit hours and course title upon authorization from the students' department (institute, degree program).

第七條 重補修之專門必修科目，應在隸屬學系（所、學位學程）修習。若該科目學分數變更或與隸屬班級之必修科目衝堂，經隸屬學系（所、學位學程）主管同意後，得不在此限。

Article 7 Special required courses that need to be re-taken shall be taken in the students' department (institute, degree program). If such course credits have changed or if they conflict with the class schedule of required courses in the students' class level, the students shall not be subjected to this regulation upon authorization from the students' department (institute, degree program).

第八條 入學新生課程科目須辦理抵免修習學分者，應依本校「學生抵免學分實施要點」辦理。

Article 8 Newly enrolled students who wish to apply for course credit waiver shall apply in accordance with the University's Student Credit Waiver Regulations.

第九條 低年級學生上修必修課程，須經隸屬學系（所、學位學程）及開課學系（所、學位學程）主管核准後，始得修習。

Article 9 Lower class students wishing to select upper division required courses shall first obtain authorization from the chair of their department (institute, degree program) and the respective departments (institutes, degree programs) offering the courses.

第十條 已修習及格及核准抵免之科目，皆不可重複修習；違反者第二次修習之科目其學分及成績均不計入畢業學分。

Article 10 Courses that have been taken and passed or waived shall not be re-taken. The course credits and grades of those who violate this rule and re-take such courses shall not be applied toward graduation credits.

第十一條 學生修習全學年(上下學期)、連續性或須先後修習之科目，上學期或先修習科目之成績不及格者，除經開課系（所、學位學程）主管同意外，不得修習下學期或後修之科目。屬全學年（上下學期）之科目，若僅有一學期成績及格，該科之學分與成績不予列計。

修習全學年課程者，若上學期成績及格，下學期未經開課系（所、學位學程）主管核准而擅自退選者，上學期之學分與成績亦不列計入畢業學分。

Article 11 Students taking a course taught throughout the entire academic year (first and second semester), or continuous or sequential course shall not take the second semester or part two of the course if they fail the first semester or part one of the course unless authorized by the chair of the department (institute, degree program) offering the course. If students passed only one semester of a course taught throughout the entire academic year (first and second semester), the credits and grade of that course shall not be counted.

The credits and grades of students who passed the first semester of a course taught throughout the entire academic year but dropped the second semester of the course without authorization from the department (institute, degree program) offering the course shall not be applied toward graduation credits.

第十二條 學生遇有新舊課程交替，涉及原修習課程之必修科目及學分數時，由開課單位表列異動科目清冊，簽核後送教務處核備後辦理。

Article 12 For students taking a course that is in transition and that involves original required courses and credit hours, the department offering the course shall first list and approve the changes, and submit the list to the Academic Affairs Office for approval.

第十三條 修讀輔系、雙主修、精進課程、學分學程、微型學分學程或跨域專長模組者，應依本校及各學系（所、學位學程）相關規定修習，且以隨班修習為原則。

Article 13 Students with minors, double majors, credit courses, micro-credit courses or cross-disciplinary specialty modules shall select courses in accordance with the regulations of the University and respective departments (institutes, degree programs), and shall generally take courses offered within their department.

第十四條 學生選課優先順序：

Article 14 Course selection priority:

- 一、因教室設備之限制，學生選課之優先順序依序為本班生、本系生、雙主修學生、輔系生、外系生、外校生、其他。
- 二、前項所列本系生之優先順序依序為畢業班重補修生、重補修生、依學士班修讀碩士班課程要點修習之學生、上修生。

1. Due to limited classroom equipment, priority for course selection is given to students in the course class level, followed by students in the department offering the course, students with double major, students with minors, students from other departments, outside students, and others.

2. In the abovementioned department students, priority is given to re-take graduating seniors, followed by re-take students, 5-year Bachelor's/Master's Program students, and others.

第十五條 大學部學生經隸屬學系及開課系（所、學位學程）主管核准後，得修習碩士班課程。其修得之學分，是否計入應修最低畢業學分數內，依各學系奉學校核定之課程計畫辦理，但碩士班課程若已計入大學部畢業學分數內，不得再申請抵免碩士班學分。研究生至大學部修習之課程，不列計研究所（學位學程）畢業學分，也不列計研究所（學位學程）課程學期平均分數。研究生經隸屬系（所、學位學程）同意得於在校期間跨校系班組選課，最多以九學分為上限，各系（所、學位學程）有更嚴格規定者，從其規定。

Article 15 With authorization from the chair of their departments (institutes, degree programs) and the departments (institutes, degree programs) offering the courses, undergraduate students may take master's level courses, but whether completed credits may be applied toward the minimum required graduation credits will be in accordance with the University approved curriculum of the respective departments. However, master's course credits that are already applied toward undergraduate graduation credits cannot be applied toward waiver for master's credit. Graduate students taking undergraduate courses cannot apply the course credits toward graduation credits for graduate school (degree program), and cannot apply the grades toward the average semester grades for graduate school (degree program). The departments (institutes, degree programs) of graduate students may approve a maximum of 9 credits of courses taken outside of the University, department, or class level during enrollment, but the more stringent requirements of individual departments (institutes, degree programs) shall prevail.

第十六條 學生校際選課依本校校際選課相關規定及辦法辦理之。

Article 16 Courses taken outside the University shall be in accordance with the relevant provisions and measures of the University.

第十七條 學生申請停修課程依本校學生申請停修課程相關規定辦理之。

Article 17 Application for course withdrawal shall be in accordance with relevant University regulations for

course withdrawal.

第十八條 學生選課未符合本辦法之規定，且經輔導仍不遵守者視同該學期未完成註冊手續，依本校學則第二十八條或第三十一條規定辦理。

Article 18 Students who fail to comply with these Regulations in their course selection, and who remain incompliant after counseling shall be deemed as failing to complete registration for the semester, and shall be handled in accordance with the provisions of Article 28 or 31 of the University Regulations.

第十九條 本辦法經教務會議通過陳請校長核定後實施。

Article 19 These Regulations have been approved by the Academic Affairs Meeting, and implemented following approval by the University President.