

# Guidelines Governing Course Retaking & Make-up Credits Wenzao Ursuline University of Languages

Approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on June 12, 2003

Ratified by the President on Aug. 14, 2003

Amended and approved at the 1<sup>st</sup> Academic Affairs Committee Meeting on Nov. 3, 2004

Ratified by the President on Dec. 1, 2004

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Ratified by the President on Jan. 27, 2015

I. To facilitate students' successful completion of their coursework, the University has formulated the following "Guidelines Governing Course Retaking and Make-up Credits" (hereinafter "the Guidelines") according to the Academic Regulations of Wenzao Ursuline University of Languages.

II. Students who fail to pass a course must retake the course. Students who for any reasons need to take courses for make-up credits may do so by taking the course with another class at the following semester/year or in the summer. Guidelines governing summer courses are specified separately.

III. In principle, students retaking courses or taking courses for make-up credits should in principle choose courses offered in the same academic program in the same semester and with the same course names. In the case that this principle cannot be applied as the course name is changed, the course is no longer offered or other specific factors occur, students must follow the "Regulations Governing Credit Transfer and Exemption" or the "Comparison Chart of New and Old Curriculum for Retaking Courses or Taking Courses for Make-up Credits."

IV. Students retaking courses or taking courses for make-up credits at the following semester/year shall complete related procedures in person according to the schedule announced by the Curriculum Section of the Office of Academic Affairs.

**V. Both the credits earned from retaking courses and the make-up credits will be included in the total credits calculated in each semester. Requests for credit overload will be governed by the course selection regulations for the 5-year Junior College and the 4-year College.**

VI. Regulations concerning retaking courses or taking courses for make-up credits with another class at the following semester/year are described as follows:

- A. Students may not select courses that cause scheduling conflicts.  
Students may not attend different classes for the same course.
- B. Students may not withdraw from the class they are supposed to take the required course with and ask to attend another class. Graduating seniors, transfer students and inter-departmental transfer students may submit an application to change classes. Once approved, they may

take the courses with a different class. The permission is valid for one academic year.

VII. Fees for retaking courses and taking courses for make-up credits are set in accordance with the University's Standard of Tuition and Miscellaneous Fees. The explanation is as follows:

- A. 5-year Junior College students in the Day Division who retake courses or take courses for make-up credits and have 9 or fewer credits should pay the tuition fees per number of credits (Courses including a practicum component are charged according to the actual number of class hours). Students taking 10 or more credits should pay the standard tuition fees per semester. If the majority of the courses taken are from the first three years of the Junior College, students should pay according to the tuition standards applicable for the first three years. If the majority of the courses taken are from the last two years of the Junior College, students should pay according to the tuition standards of the final two years.
- B. 4-year College students in the Day Division who retake courses or take courses for make-up credits and have 9 or fewer credits should pay the tuition fees per number of credits (Courses including a practicum component are charged according to the actual number of class hours). Students taking 10 or more credits should pay the standard tuition fees per semester.
- C. Students in the Division of Continuing Education who retake courses or take courses for make-up credits should pay the tuition fees according to the number of credits (Courses including a practicum component are charged according to the actual number of class hours).

VIII. The Guidelines become effective after they are approved at the Academic Affairs Committee Meeting and ratified by the President. Amendments must follow the same procedure.