

## **Guidelines Governing Summer Courses Wenzao Ursuline University of Languages**

Approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on Dec. 11, 2002  
Ratified by the President on Feb. 12, 2003  
Amended and approved at the 2<sup>nd</sup> Academic Affairs Committee Meeting on June 12, 2003  
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Ratified by the President on Aug. 30, 2013

- I. To facilitate students' successful completion of their coursework, the University has formulated the following "Guidelines Governing Summer Courses" (hereinafter "the Guidelines") according to the Academic Regulations of Wenzao Ursuline University of Languages.
- II. For students who fail to pass a course and need to retake the course, students who for any reasons need to take courses for make-up credits, students who have a double major, a minor or a module (excluding Teacher Education Program), they can take the courses with another class at the following semester/year or in the summer. (Students with a double major, a minor or a module who apply to take the courses in the summer should obtain approval from the chairpersons of both their department and the academic entity that offers the courses.) Related regulations are stipulated in the "Guidelines for Retaking Courses or Taking Courses for Make-up Credits", the "Comparison Chart of New and Old Curriculum for Retaking Courses or Taking Courses for Make-up Credits" and the "Regulations Governing Credit Transfer and Exemption."
- III. Registration for summer courses begins in May of every year. Guidelines and procedures are stipulated and announced by the Curriculum Section of the Office of Academic Affairs.
- IV. Courses will be offered if there are at least 10 students registered (or when there are seven graduating seniors or transfer students registered). This does not apply to courses involving graduation projects, but the number of students to be supervised by the instructor and the tutoring fees should be governed by the "Guidelines Governing Courses Involving Graduation Projects."
- V. Tuition for summer courses is calculated per credit. Courses including a practicum component are charged according to the actual number of class hours.
- VI. The number of class hours (including practicum) per credit must not be lower than eighteen.
- VII. Grading issues for summer courses are stated below:

- A. Student assessment in a summer course should be the same as the assessment in a regular semester.
  - B. Grades are recorded in the student transcript of records.
  - C. Credits earned during summer courses are excluded in the calculation of semester credits. Grades earned are excluded in the calculation of semester grades. Credits and grades earned are included in the calculations of credits and grades both for the current academic year and for graduation.
  - D. Students who fail summer courses may not take make-up exams.
- VIII. Students who have withdrawn, students who have been expelled, and students whose semester grades have not yet been calculated may not register for summer courses.
- IX. The following rules are set for inter-divisional or inter-university summer courses:
- A. Students are not allowed to take summer courses off campus except that the students' departments stop recruitment, their divisions offer no such courses, and they are required to take the courses before graduation. The inter-university summer courses should belong to the same academic program as that of the students and a maximum of two courses are allowed.
  - B. Application for taking inter-divisional summer courses should be approved by the chairpersons of the student's department and college as well as the academic entity that offers the courses.
  - C. The number of inter-divisional summer courses should not exceed 8 credits per semester.
- X. Students may not take more than 10 credits in the summer courses.
- XI. Students attending summer courses must carry student IDs in case they are required to present them. Students who forge attendance in class or take exams for other students are seen an offense subject to disciplinary action according to School Regulations. A score of 0 will be given in these cases.
- XII. Students, who have deceitful behaviors and try to register for summer courses so that they can be offered, will lose their rights to take the courses immediately after their actions are discovered. They will suffer disciplinary action according to the School Regulations and their tuition will not be reimbursed. Should this happen and the number of remaining registrants does not reach the minimum requirement, the course will be closed if necessary.
- XIII. Once registration procedures are completed, requests for dropping courses or tuition reimbursements are not accepted unless the matter is related to a withdrawal, expulsion or other special circumstances. (Students who withdraw or are expelled before classes begin will be reimbursed the full amount of tuition paid. Students who withdraw or are expelled before 1/3 of the classes are held will be reimbursed 2/3 of tuition paid. Students who withdraw or are expelled after 1/3 and before 2/3 of the classes are held will be reimbursed 1/3 of tuition paid. Students who withdraw or are expelled after 2/3 of the classes are held will not receive tuition reimbursements.
- XIV. In principle, one- and two-credit summer courses are scheduled to meet for two class hours every day. Courses with three credits or more are scheduled to meet for three class hours every day. Class meetings are not scheduled to be fewer than two days or more than five days in a week.

- XV. Summer courses offered by the University are intended for its students. Students from other schools who wish to take the courses must apply through inter-university course selection and obtain permission from their schools; regulations governing students attending summer courses apply to both the students of the University and students from other schools.
- XVI. 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.