

Fooyin University Guidelines for Offering Summer Programs

Verified by the President on June 15, 2001
Recognized ex post facto and approved at the Academic Affairs Meeting on June 29, 2001
Tai (2001) Ji (IV) Zi No. 90087617 document approved for future reference by the Ministry of Education and promulgated on July 5, 2001

Revised at the Academic Affairs Meeting on March 10, 2006
Revised at the Academic Affairs Meeting on June 16, 2006
Revised at the Academic Affairs Meeting on March 7, 2008
Revised at the Academic Affairs Meeting on January 9, 2009
Revised at the Academic Affairs Meeting on September 30, 2015
Revised at the Academic Affairs Meeting on March 11, 2016

1. The Guidelines are formulated in accordance with Article 14 of the Fooyin University Student Enrollment Regulations.
2. In response to the following students' learning needs, teaching units may offer programs in summer (hereinafter referred to as the "Summer Programs")
 - (1) Students who are taking the second specialty courses such as a minor, a double major (degree), and interdisciplinary programs.
 - (2) Transfer students who are required to take the new department courses
 - (3) Students who have difficulty in taking courses during the semester
 - (4) Students who retake courses.
 - (5) Other reasons for offering courses
3. Courses and credit limits
 - (1) Course-offering units shall submit application with the courses and the number of classes to be offered to the Office of Academic Affairs, and deliver the courses upon verification by the Dean of Academic Affairs.
 - (2) The Office of Academic Affairs and course-offering units shall announce on the website courses offered by each department and program before course selection, and provide the course description, credits, and teachers. Regarding feature courses of a minor, a double major and interdisciplinary programs, notes and relevant rules shall also be added.
 - (3) Each program should have at least 15 paying students. If the number is lower than that but students are willing to make up class hour fees intended for 15 people, then the Program will be offered. Or teachers agree to receive lower hourly fees. The reduced teacher's hourly fee is to be calculated based on the ratio of actual student numbers to the base number of 15 students.
 - (4) Eighteen class hours are required in each credit (including examinations)
 - (5) Students shall not choose courses of conflicting time with other courses. The maximum credit limit is 20; however, graduating students may take five (5) additional credits.
4. Payment regulations on class hour fees of the Programs
 - (1) Students taking summer courses shall pay class hour fees in accordance with relevant regulations. If other fees are required under special circumstances, the information shall be announced before students are charged.
 - (2) With justifiable reasons such as serious illness or accidents, students may apply for dropping a course by providing proofs before two thirds of class hours have passed.
 - (3) The fees will not be refunded except for those students in under-enrolled courses.
5. Regulations concerning assessment of summer course results
 - (1) Assessment of course results shall be subject to Fooyin University (FYU) rules.
 - (2) Summer courses, credits, and grades are listed on students' complete transcripts. Summer course credits and grades, along with each semester's credits and grades are calculated separately; nevertheless, both are incorporated in graduation credits and grades.
6. Uncovered matters in the Guidelines are subject to relevant regulations of the Ministry of Education and of the FYU.
7. The Guidelines shall be issued and implemented upon verification by the President after being approved at the Academic Affairs Meeting. Amendments shall follow the same procedure.