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Unit in charge: Div. of Registration and Curriculum

Title: Providence University Regulations on Course Offering

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Providence University Regulations on Course Offering

Amended at the Administrative Meeting on December 29, 2021

- Article 1 The Providence University Regulations on Course Offering are established to govern the annual course offering of the respective departments and the class enrollment.
- Article 2 The courses offered by the respective departments (including degree-seeking programs) shall include the university required curriculum, departmental professional required curriculum, and elective curriculum.
- Article 3 The university required curriculum include:
- A. Basic Academic Competence Curriculum are offered in Freshman and Sophomore years.
 - B. General Education Curriculum are offered in Freshman, Sophomore, Junior, and Senior years; the required credit hours for the respective dimensions (discipline clusters) are set out separately.
 - C. Physical Education Curriculum are offered in Freshman year and 2 credit hours in total are required.
 - D. Design Thinking and Practice Curriculum (1 credit) are offered in Freshman year in a single semester.
 - E. Humanistic Literacy Curriculum are offered without awarding any credits.
- Article 4 The departmental professional required curriculum are at the discretion of the respective departments. In principle, the maximum hours are 60 credit hours in total. The planning of the said curriculum should be comprehensive and remain consistent for 4 years.
- Article 5 The elective curriculum are at the discretion of the respective departments (institutes, centers, offices) upon the approval of the respective curriculum committees.
- Article 6 The university required curriculum and the departmental professional required curriculum shall be offered at least once during students' enrollment at the university. In principle, the retake classes are offered in summer session.
- Article 7 In principle, the number of class hours for each course shall be in line with its credit hours; the laboratory or practicum classes are handled as follows:
- A. For the laboratory or practicum classes with credits, the number of class hours per credit is limited to two to three hours per week.
 - B. The courses with validation and practical operation nature may offer practicum classes without credits to enhance the learning outcome. For the said courses with 3 (inclusive) credit hours or less, in principle the practicum class hour is one hour per week and limited to two hours. For the said courses with more than 3 credit hours, the practicum classes are limited to two hours per week.
 - C. The offering of laboratory or practicum classes are at the discretion of the respective department, college, and university curriculum committees.
- Article 8 Prior to the course scheduling per semester, the course instructors shall submit the course outlines in both Chinese and English to be reviewed by the respective course offering departments (institutes, centers, offices) curriculum committee. The course outlines with the approval of the said committees shall be uploaded to the e-Campus for reference.
- Article 9 Any course changes by the respective departments (institutes, centers, offices), including adding or discontinuing the courses, adjusting the credit hours or required/elective status, etc., shall abide by the following procedures:
- A. The university required curriculum (including the general education courses) shall be enforced upon the approval of the Common and General Education Curriculum Committee before submitting to the University Curriculum Committee for final approval.

- B. The departmental professional required curriculum shall be enforced upon the approval of the respective department (institute, center, office), college, and university curriculum committees.
- Article 10 The Chinese and English titles of each subject are limited to 18 Chinese characters and 60 spaces for English, including letters, symbols, punctuations, and blanks.
- Article 11 The regulations on the enrollment of courses are as follows:
For the required and elective courses in the university wide curriculum, the minimal enrollment per class is 25. For the enrollment standards of the required and elective courses in the departmental professional curriculum, the minimum enrollment is 10 when there is only one class, 15 when there are two classes, and 20 when there are three classes per grade. Any discipline division in the same department is considered an independent unit. The joint-offered courses are based on the total number of classes in the pertinent two departments. The minimum enrollment per class is 20 when there are three classes per grade together. The minimum enrollment for courses offered by colleges is 15.
- A. The enrollment requirement for the Master's program is based on the admission quota of the respective departments (institutes). The minimum enrollment is 3 when the admission quota is 15 (inclusive); the minimum enrollment is 5 when the said quota is 15 or above. The minimum enrollment is 9 for the Master's courses (excluding off-campus practicum) offered by the colleges.
- B. The minimum enrollment for the courses in doctoral program is one.
- C. For the joint-courses offered by master and doctoral programs or master and bachelor programs, the minimum enrollment per class is based on the number of classes of the lower academic system. The students meeting the qualifications of Joint Bachelor's/Master's Program are considered students of Master's program.
- D. Where separate classes are offered for Minor and Double Major students, the minimum enrollment per class is 15 for those with Minor and Double Major status. The minimum enrollment for classes in Continuing Education programs is 15.
- E. For the asynchronous online curriculum, the minimum enrollment is 30 (inclusive) for undergraduate courses and 10 (inclusive) for graduate courses.
- F. For the undergraduate Exchange Class, the minimum enrollment for students of the said program is 10 per class. The Master's Exchange Class courses are limited to those offered by the respective colleges with a minimum enrollment of 5 per class. When the required courses for a Master's Exchange Class failed to meet the minimum number of enrollments, a special written application needs to be filed for approval.
- G. When the undergraduate courses failed to reach 60% of the minimum enrollment requirement in the two-phase preregistration conducted in the preceding semester, the said courses shall be deleted from the Course Schedule, except for those of policy concern. The remaining course hours may be re-allocated to other courses upon approval before the classes begin in the following semester.
- Article 12 The courses that did not meet the minimum enrollment requirement yet needed to remain open are handled as follows:
- A. General principle: Only 1 class shall be offered university wide (e.g., second foreign language); if graduating seniors are among the enrolled students and suspending the course will affect their graduation, the said course can be retained. Where the number of graduating seniors is over 3 and less than 10 students, the course can still be offered upon the written consent of the instructor and with the attending students agreeing to share the credit fees for 10 students.
- B. Courses for Minor: Under the premise that it is impossible to transfer classes (due to schedule conflict, full class, etc.), if there are a minimum of 10 graduating senior in the class with Minor or Double Major status and class suspension shall affect their graduation, the said course can be retained.
- Article 13 When the enrollment for a course is over 73, 50 for second foreign languages (Japanese, French, German, Spanish, etc.), the class can be divided into smaller classes.
- Article 14 The calculation of the total number of class hours to be offered per academic year is as follows:
- A. The total class hours offered for undergraduate professional credits are 120 hours for the department with 4 classes in total, 228 hours for 8 classes, and 324 hours for 12 classes

respectively. Where additional number of class hours is necessary due to developing departmental feature programs, a special application should be submitted for approval by the Dean of Academic Affairs and sanctioned by the university President. The number of classes for university wide common curriculum shall be submitted by the Office of Academic Affairs to the President for approval.

- B. The total number of Master's class hours offered is multiplying the student number by 2, with a maximum of 100; the maximum class hours for a new Master's program is 40.
- C. The maximum total number of Doctoral class hours offered is 40.
- D. The total number of class hours offered in Continuing Education program per academic year is multiplying the number of classes by 40.
- E. The total number of class hours offered by the respective colleges is a maximum of 20 hours per academic year.
- F. Master's and Doctoral programs can joint-offer courses. The number of class hours for the said courses is a maximum of 20 hours.
- G. The number of class hours for the Bachelor's and Master's joint-offer curriculum is a maximum of 10 hours.

Article 15 To promote Double Major degree programs, the departments appointed for primary major and second major shall adhere to the following regulations in course offering:

- A. The course coordination between the departments of primary and second majors shall be completed within the stipulated working timeframe.
- B. The class hours of the second major are included in the maximum hours of the primary major of the current academic year.
- C. The second major courses shall be closed when the number of enrollment in the preregistration failed to meet the minimum of 10; priority should be given to the students involved and register them in the regular classes in the department of second major.
- D. The department of second major shall support the department of primary major in course offering.
- E. Any matters not provided herein are subject to the *Providence University Regulations on Course Registration* and *Regulations on Declaring a Double Major*.

Article 16 To promote the teaching content and quality of the foundation curriculum offered by the respective units and to integrate the available teaching resources, the subjects with the same title, required or elective status, credit hours, and teaching contents shall be integrated.

Article 17 The curriculum integration meeting shall be convened by the perspective course offering units (colleges, departments, centers, offices) within the first month of every second semester by setting up a curriculum integration team, inviting a minimum of one teaching faculty presentative from the related courses, to discuss the integration of foundation curriculum for the following semester including course objectives, course outlines, assessment indicators, course review, and unified exams, etc. to serve as the course basis.

Article 18 The following courses are required to be integrated:

- A. The required courses of the same course titles and credit hours offered by the same department, center, or office with different course instructors.
- B. The required courses of the same course titles and credit hours offered by a minimum of two (inclusive) departments, institutes, or various programs.

Article 19 The pertinent departments shall recognize the integrated foundation courses with the same course titles, and the students are allowed to register, during the drop/add period, for the said courses of different time slots regardless of the units offering the course. However, the enrollment of each class is still subject to the classroom capacity, and the students' graduation qualifications are still subject to the related regulations of the attending departments.

Article 20 To ensure the priority in course registration for students of the units participating in the curriculum integration, including the students declaring Minor or Double Major, the said students have the priority in preregistration based on retake/make-up status and grade seniority; the said courses are open for university wide registration during drop/add period.

Article 21 The respective colleges may offer feature programs; the regulations on feature programs are prescribed separately.

Article 22 The Regulations shall be approved by the University Administrative Meeting and enter into force on the date of promulgation by the President; the same procedure applies to the amendments.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**