

Providence University Regulations on Summer Session Courses

Amended on the Academic Affairs Meeting on June 2, 2021

- Article 1 The Providence University Regulations on Summer Session Courses (hereinafter referred to as the “**Regulations**”) are established in accordance with the *University Academic Regulations*.
- Article 2 Summer Session courses are offered based on the following needs:
- A. Graduating students who need to retake or makeup the course to be qualified for graduation.
 - B. Students who need to retake a required course.
 - C. Students who need to make up the course due to transfer of school or change of major.
 - D. Students who have selected a Minor or Double Major.
 - E. Subject to approval, special courses with teaching needs. These courses with the same title shall not be offered in the following academic year.
- Article 3 In Summer Session, there are two 6-week terms. Each credit involves 18 hours of class instruction; 36 to 54 hours for lab courses. The rules for class schedule arrangement are as follows:
- A. As a principle, classes are scheduled from Monday to Friday.
 - B. The number of teaching hours should be arranged evenly over the week; intensive teaching is not allowed.
 1. For 1-credit subjects, three periods a week is scheduled and can be scheduled in one day.
 2. For 2-credit subjects, six periods a week is scheduled in at least two days.
 3. For 3-credit subjects, nine periods a week is scheduled in at least three days.
 4. For 4-credit subjects, twelve periods a week is scheduled in at least four days.
 - C. Under special circumstances, the number of weeks in each term may be adjusted upon the approval of the Dean of Academic Affairs.
- Article 4 The number of students in each subject eligible for Summer Session is as follows:
- A. The minimum number of students for Summer Session is 20 students per class.
 - B. **A minimum of 10 students per class for senior classes of undergraduate studies** and Master’s Programs (In-service Master’s Program included).
 - C. When the number of students registered for a summer course is less than the required minimum, if the registered students are willing to pay for the full credit fees for 20 students, the subject can still be offered upon the approval of the attending Department Head and the course instructor with the full payment been made.
 - D. **For the asynchronous online curriculum, the minimum enrollment for undergraduate courses is 30 (inclusive) per class and 10 (inclusive) for graduate courses.**
Only the full-time registered students of this University are accounted for the number of enrollments prescribed in the preceding clauses.
- Article 5 As a principle, the teachers commissioned for summer courses should be the original teachers of the subject or the faculty members who have handled the subject. No courses should be offered if no appropriate teachers are commissioned. If the course offered is a College Core Requirement, the attending college should appoint one faculty member for the course.
- Article 6 The lab or practicum courses offered in Summer Session should be handled by the full-time TAs regardless if credits are awarded to the courses. Where the weekly teaching hours of the TAs of the respective Colleges (Department) or Centers fail to meet the requirements stipulated in *Regulations on the Employment and Management of the Contract Personnel*, the remaining hours can be filled with the hours from Summer Session. However, prior to the fulfillment of the said TAs’ required hours, no new part-time TAs shall be employed to cover the summer session hours nor can the course instructor take the lab or practicum courses independently. When the instructors fail to meet the annual teaching load requirement and need the Summer Session hours to fulfill their obligatory hours, they can**

be exempt from the preceding clause.

Article 7 The maximum teaching load for each teacher in Summer Session is 2 courses per week for 6 credit hours. A maximum of 4 hours for continuous teaching; a maximum of 8 hours per day, including evening class hours.

Article 8 Upon the approval of the attending Department Head, students may take cross-university courses at other universities for the courses not offered in the University.

Article 9 All Providence University students are eligible for taking courses in Summer Session. The regulations for class registration are as follows:

- A. The maximum number of credits a student can take in Summer Session is 9 credits per term.
- B. Students should not take two (inclusive) subjects at the same class time; any class schedule conflict shall result in the mandatory withdrawn from BOTH courses without refund.
- C. **A student with an overdue payment and withdrawal from courses enrolled in Summer Session shall be automatically deleted from the enrollment by the system with no objection raised.**
- D. After completing the courses registration or payment for Summer Session, no withdrawn is allowed without justifiable causes. Otherwise, it will be considered as a total absence and a zero point will be recorded in the transcript **while no refund will be made for the paid fees.**

Article 10 The examination regulations of Summer Session abide by the *University Regulations on Examination*.

Article 11 In Summer Session, the course instructor is in charge of the roll calling task. When a student's absence hours from class, with or without leave, meet the announced standards set by the course instructor, the consequences should be reflected in the grade of the subject.

Article 12 The principles of student evaluation are as follows:

- A. The grades earned in Summer Session will be recorded in all semesters' transcripts.
- B. The credits earned in Summer Session are separate from the ones earned in regular semesters; the grades earned are not averaged together with the grades earned in the semesters. The credits and grades earned in Summer Session are consolidated into the grades needed for graduation.
- C. The subjects taken in Summer Session AFTER a student passes the graduation qualifications review will not be recorded in the transcript.
- D. Matters not provided herein shall be subject to the *University Academic Regulations*.

Article 13 The credit fees of Summer Session abide by the rate standards the University sets; practicum and lab fees are additionally charged by the standards announced.

Article 14 The matters regarding course registration, fee payment, and course beginning dates shall be announced separately.

Article 15 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on June 14, 2006
Amended at the Academic Affairs Meeting on June 4, 2018
Amended at the Academic Affairs Meeting on June 3, 2019
Amended at the Academic Affairs Meeting on May 25, 2011
Amended at the Academic Affairs Meeting on June 4, 2014
Amended on the Academic Affairs Meeting on June 19, 2019

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