

國立高雄餐旅大學 日間部學生選課辦法

85年1月3日教務會議審議通過

86年7月20日教務會議修正通過

92年2月17日教務會議修正通過

92年6月25日教務會議修正通過

94年6月16日教務會議修正通過

95年3月16日教務會議修正通過

95年9月14日教務會議修正通過

97年6月12日教務會議修正通過

98年3月26日教務會議修正通過

99年9月30日教務會議修正通過

99年11月4日99學年度第1學期第2次臨時校務會議修正通過（授權統一修正校名）

100年6月9日教務會議修正通過

100年12月8日教務會議修正通過

101年11月20日教務會議修正通過

102年5月16日教務會議修正通過

104年5月28日教務會議修正通過

105年5月26日教務會議修正通過

105年9月22日臨時教務會議修正通過(修正§2；§8；§9；§10)

107年5月31日教務會議修正通過(修正§9)

107年11月29日教務會議修正通過(修正§8)

113年5月29日教務會議修正通過(修正§1、§2、§4、§8、§9、§11)

Amended and approved by the provisional academic affairs conference of May 29, 2024 (amendment §1、§2、§4、§8、§9、§11)

115年5月27日教務會議修正通過(修正§2、§3、§4、§5、§8、§10)

Amended and approved by the provisional academic affairs conference of May 27, 2026 (amendment §2、§3、§4、§5、§8、§10)

第一條 本辦法係依據教育部訂頒法令、本校學則及各項會議相關決議事項而訂定。

Article 1 The measures have been formulated in accordance with Ministry of Education guideline, school relevant chapters and rules, and various meeting resolutions.

第二條 選課方式：

- 一、選課方式分為預選及加退選，由學生在規定時間內，自行上網辦理選課作業及加退選作業。
- 二、加退選結束前，請學生再次上網確認選課內容是否正確，若有錯誤，請於期限內完成更正，逾時未更正者，以教務系統內記載資料為正式選課紀錄。
- 三、加退選截止期限即為選課截止時間，不得再加退選任何課程；因課程開設不成之修習學生，於2日內完成選課或退費事宜，逾期不受理。
- 四、課表公佈且預選後各所、系、科、學位學程及中心不得任意更換授課教師。
- 五、日間部學生至進修部選讀課程，未於規定期限內繳納學分費者，一律於規定期限後一日，由教務處以棄選課程方式處理該課程。

Article 2 Course Selection Methods:

- 1.Course selection is divided into pre-selection and add/drop periods. Students shall complete course selection and add/drop procedures online within the prescribed time.
- 2.Before the end of the add/drop period, students shall log in again to confirm that their selected courses are correct. If any errors are found, corrections must be completed within the prescribed deadline. Failure to do so by the deadline shall result in the records in the academic system being deemed the official course enrollment record.

3. The add/drop deadline is the final course registration deadline; no further course additions or withdrawals will be permitted thereafter. Students affected by course cancellations must complete course registration changes or tuition refunds within two days; late requests will not be accepted.
4. After the publication of course schedules and completion of pre-selection, departments, institutes, divisions, degree programs, and centers shall not arbitrarily change instructors.
5. Day Division students who enroll in courses offered by the Continuing Education Division and fail to pay the credit fees within the prescribed period shall, on the day following the deadline, have such courses processed by the Office of Academic Affairs as course withdrawals.

第三條 每生每學期修習學分數須受下列規定限制：

- 一、研究生第 1 學年每學期至少 6 學分，至多 24 學分。第 2 學年起各學期修習學分數不得多於 28 學分。

論文學分一次修畢，通過學位考試登錄成績；未通過學位考試者，須重修但不須另行繳交「論文學分費」。

大學部（二技、四技）學生各學期修習學分數不得少於 10 學分，至多 28 學分。校外實習期間學生所選最低學分數另訂之。

修讀輔系、雙主修及教育學程之學生，其每學期最高學分數亦受前項之限制。

專科五年制前三學年每學期修習學分數不得少於 20 學分（若有學分抵免者不在此限），不得多於 32 學分。

專科二年制及五年制後二學年，每學期修習學分數不得少於 10 學分，不得多於 32 學分。

各學制超修規定：學生之前學期操行成績、學業平均成績各在 80 分以上，且名次在該系該班學生數前百分之 10 以內者，次學期得經系主任核可於學期修習之上限學分數以外可加選一至二科目之學分。

- 二、專科部學生學期成績不及格科目之學分數，達該學期修習學分總數二分之一者，次學期得酌予減修學分，其減修之學分審核由各系學位學程科所自行核定，但不得違背本條文第一項之規定。

- 三、重補修課程之學分若因新舊課程標準之交替而相異者，其處理原則及標準由各系所屬系課程委員會議訂定並認定。辦理抵免科目學生（含跨部選課、轉學、重補修等等）其所修之學分亦不得違背上述之規定。

- 四、學生修習必修、選修及重（補）修課程，應按照規定辦理，上課時間不得互相衝突，否則衝堂科目均予註銷。

Article 3 Limits on the Number of Credits per Student per Semester:

The number of credits each student may take per semester shall be subject to the following limits:

1. Graduate students shall take at least 6 credits and no more than 24 credits per semester in the first academic year. From the second academic year onward, the number of credits taken in each semester shall not exceed 28 credits.

Thesis credits shall be completed in one installment, and grades shall be recorded upon passing the degree examination. Students who fail the degree examination shall be required to retake the thesis but shall not be required to pay an additional “thesis credit fee.”

Undergraduate students in the College Division (two-year technical programs and four-year technical programs) shall take no fewer than 10 credits and no more than 28 credits per semester.

The minimum number of credits required during off-campus internship periods shall be prescribed separately.

Students pursuing a minor, a double major, or a teacher education program shall also be subject to the maximum credit limits set forth above.

Students in the first three years of five-year junior college programs shall take no fewer than 20 credits per semester (except where credit waivers are granted) and no more than 32 credits.

Students in two-year junior college programs and in the final two years of five-year junior college programs shall take no fewer than 10 credits and no more than 32 credits per semester.

Regulations on credit overload for all academic systems: Students whose conduct grade and academic grade point average in the preceding semester are both 80 or above, and whose class rank is within the top 10 percent of students in their department and class, may, upon approval of the department chair, enroll in one or two additional courses beyond the maximum credit limit in the following semester.

2. For junior college students whose total credits of failed courses in a semester reach one-half of the total credits taken in that semester, a reduction in the number of credits to be taken in the following semester may be imposed as appropriate. The review and approval of such credit reductions shall be conducted by the respective departments, degree programs, or divisions, and shall not violate the provisions of Paragraph 1 of this Article.
3. If the credits for retaken or make-up courses differ due to changes between old and new curriculum standards, the principles and criteria for handling such cases shall be prescribed and determined by the departmental curriculum committee to which the department belongs. For students applying for credit transfer or waiver (including cross-division course enrollment, transfer students, retaken or make-up courses, etc.), the credits taken shall likewise comply with the above provisions.
4. Students shall enroll in required, elective, and retaken (make-up) courses in accordance with the regulations, and class times shall not conflict. Any courses with scheduling conflicts shall be canceled.

第四條 必修課程：

- 一、各所、系、科、學位學程及中心必修課程，學生均應修習及格始准畢業。
- 二、低年級不得到高年級選讀必修課程（通識博雅課程除外），但特殊情況得經系主任同意者，不在此限。
- 三、專業必修課程，學生選課以修習本所、系、科及學位學程、本班所排定之科目為原則，但因重修、補修或其他特殊原因而造成衝堂，請以人工選課方式辦理，並經任課教師及該系所主任核可後，始得改修習他班他系之必修課程。
- 四、畢業班學生修讀低年級所開課程者，應與上課班級上課時數相同，學期考試不得提前。
- 五、選修其他所、系、科及學程必修課程，是否採計為畢業學分，需經本所、系、科及學程同意。
- 六、為維護學生學習權益，各所、系、科、學位學程及中心（僅單一科目單班課程適

用，通識博雅、通識領域、第二外語、體育分項及大一社會領域等單一科目多班課程不適用)必修課程，無論修課人數多寡，皆應予以開課。必修課程應列於課程標準表，並依課程標準表規劃時序開課，以利學生修讀。

Article 4 Required Courses:

- 1.All required courses prescribed by institutes, departments, divisions, degree programs, and centers must be taken and passed by students as a prerequisite for graduation.
- 2.Lower-year students may not enroll in required courses offered to higher-year students (except for general education and liberal arts courses). This restriction may be waived with the approval of the department chair in special circumstances.
- 3.For required courses, students shall, in principle, enroll in courses offered by their own institute, department, division, or degree program and scheduled for their own class. If schedule conflicts arise due to retaking courses, make-up courses, or other special reasons, students shall apply through manual course selection. With the approval of the course instructor and the chair of the relevant department or institute, students may enroll in required courses offered to other classes or departments.
- 4.Graduating students who enroll in courses offered to lower-year students shall attend the same number of class hours as the class offering the course, and semester examinations shall not be taken in advance.
- 5.Whether required courses offered by other departments may be counted toward graduation credits shall be subject to the approval of the department chair; this restriction may be waived in special circumstances.
- 6.To safeguard students' learning rights, all required courses offered by institutes, departments, divisions, degree programs, and centers (applicable only to single-course, single-section offerings; not applicable to single courses offered in multiple sections such as General Education Liberal Arts, General Education domains, second foreign languages, physical education modules, and first-year social sciences domains) shall be offered regardless of enrollment numbers.

Required courses shall be listed in the curriculum standards and scheduled in accordance with the prescribed course sequence to facilitate students' course completion.

第五條 選修課程：

- 一、選修課程成績不格者得免重修，惟不及格之成績及學分數仍併入該學期平均成績及不及格學分計算。
- 二、選修科目修課人數博士班未達 1 人，碩士班未達 3 人、大學部未達 12 人及專科部學生未達 12 人，該科目不予開班。
- 三、跨所、系、科及學程選修或重補修選修，以電腦網路選課並經所、系、科及學程審核認定後，始得承認修習課程學分。

四、互跨各系所各學制課程，是否採計為畢業學分，依各所、系、科及學程規定辦理。

Article 5 Elective Courses:

- 1.Students who fail an elective course are not required to retake it; however, the failing grade and the number of credits shall still be included in the calculation of the semester grade average and the total number of failed credits.

2. An elective course shall not be offered if enrollment falls below the following minimums: fewer than 1 doctoral student, fewer than 3 master's students, fewer than 12 undergraduate students, or fewer than 12 junior college students.
3. For cross-institute, department, division, or program electives, as well as retaken or remedial elective courses, registration must be completed through the online course selection system and approved by the respective institute, department, division, or program before the credits can be recognized.
4. Whether courses taken across different departments, institutes, and academic programs are counted toward graduation credits shall be determined in accordance with the regulations of the respective institute, department, division, or program.

第六條 延修生：

延修生務必於開學當日起依本校公告之規定時間內辦理相關選課事宜，並依規定繳費，逾期不予受理。

Article 6 Students with Extended Study Periods:

Students with extended study periods shall complete all required course selection procedures within the time frame announced by the University, starting from the first day of the semester, and shall pay the required fees in accordance with the regulations. Late applications shall not be accepted.

第七條 隨低班重（補）修課程者，作如下規定：

- 一、所有課程均可辦理重（補）修，但上課時間不得互相衝突。
- 二、凡隨班重（補）修者，不得要求調動任何科目之上課時間以利自己重（補）修之選課。
- 三、選讀實務操作課程，需依各科系規定補繳材料費。
- 四、未按規定選讀課程者（如衝堂時間或修習學分不合規定等），該不合規定科目（由教務處決定）一律刪除，成績不予承認外，如經查明確有故意矇騙等情形者，按校規嚴厲處分。學生成績之登記，均以學生選課清單為準：未選課科目雖有成績，不予承認，已選課科目無成績者，一律以零分計算。
- 五、學院部、專科部如因日間部重補修課程上課時間衝堂得申請跨部至本校進修部選讀。其學分費用依學雜費收費標準，依實際上課時數繳交學分費。
- 六、申請跨部至本校進修部選讀者以至多三門並不超過 10 學分重補修課程科目為原則。
- 七、學生校外實習期間回校重補修學分以每次三科不超過（含）10 學分為原則，並不得以重補修為由對實習單位作不合理之時間要求，如有上述情形發生，該生成績不予採認以零分計算。
- 八、學生校際重補修課程者，依本校校際選課實施辦法規定辦理。

Article 7 Regulations for Retaking or Make-up Courses with Lower-Year Classes:

1. All courses may be retaken or taken as make-up courses, provided that class schedules do not conflict.
2. Students who retake or take make-up courses with regular classes shall not request any adjustment of class times for any course to accommodate their own retake or make-up enrollment.
3. Students enrolling in practical or laboratory-based courses shall pay additional material fees in accordance with the regulations of the respective departments.
4. For students who fail to enroll in courses in accordance with regulations (such as schedule conflicts or noncompliance with credit requirements), the noncompliant

courses shall be deleted as determined by the Office of Academic Affairs, and the grades shall not be recognized. If intentional misrepresentation or deception is confirmed, students shall be subject to severe disciplinary action in accordance with University regulations. Student grade records shall be based solely on the official course enrollment list: grades for courses not officially enrolled in shall not be recognized, and officially enrolled courses without recorded grades shall be counted as zero.

5. Students in the College Division or Junior College Division who are unable to retake or take make-up courses in the Day Division due to schedule conflicts may apply for cross-division enrollment in the University's Continuing Education Division. Credit fees shall be charged in accordance with the tuition and fee standards and calculated based on the actual class hours attended.
6. Applications for cross-division enrollment in the Continuing Education Division shall, in principle, be limited to a maximum of three courses and no more than ten (10) credits of retaken or make-up courses.
7. During off-campus internship periods, students who return to campus to retake or take make-up courses shall be limited to a maximum of three courses and no more than ten (10) credits per occasion. Students shall not make unreasonable time demands on internship organizations on the grounds of retaking or make-up courses. If such circumstances occur, the student's grades shall not be recognized and shall be recorded as zero.
8. Students taking retaken or make-up courses through inter-university course selection shall do so in accordance with the University's regulations governing inter-university course enrollment.

第八條 各學制互跨選讀課程者，依下列之規定：

- 一、二技、四技課程，得互跨選課，但校外實習課程除外，其是否採計為畢業學分，依各系規定辦理。
- 二、五專部一、二、三年級與二技、四技、二專不可互跨。
- 三、五專部四、五年級與二專、可互跨選課，其是否採計為畢業學分，依各系規定辦理。
- 四、五專部四、五年級經本科主任同意可選四技一、二年級課程，其是否採計為畢業學分，依科上規定辦理。
- 五、校外實習學生申請時，須附實習單位同意書。
- 六、各課程修課人數額滿時，經各系所課程授課老師同意後，依教室容納量人數，授權各系所再調整課程人數上限名額。
- 七、因專業課程和通識課程屬性及培育目標不同，學生辦理學分抵免時，通識課程僅得採計為通識學分，不得採計為系上選修學分，系上選修課程亦僅得採計為系上選修學分，不得採計為通識課程學分。
- 八、通識課程以 50 人為原則，若通識課程使用專業教室，則依專業教室容納量為限，同學於現行系統內之課程一律於線上加選，不開放人工跑單；但若是同學重補修者或現行系統內之課程已修過者，無法線上加選，則改以人工跑單方式選課，並檢附相關文件，經授課老師及通識中心主任審核，惟加收之人數仍應以教室容納量為限。
- 九、同一所、系、科及學程課程，日夜互跨選課須經所長及主任審核。
- 十、各學制之實作課程材料費，未於規定時程繳納者，由系上於開學第 6 週起統一造

冊送教務處，由教務處以棄選課程方式處理該課程，且已繳交之課程學分費不予退費。

- 十一、考取本校碩士班之大學部四年級學生，先修碩士班課程，須經系所主管同意後始可申請修讀，惟以 12 學分為限，所修碩士班課程依照本校碩士班學分費收費標準繳交學分費。

Article 8 Regulations Governing Cross-Enrollment among Different Academic Systems:

1. Courses offered in two-year technical programs and four-year technical programs may be taken interchangeably through cross-enrollment, except for off-campus internship courses. Whether such courses may be counted toward graduation credits shall be handled in accordance with the regulations of the respective departments.
2. Students in the first, second, and third years of five-year junior college programs may not cross-enroll in courses offered by two-year technical programs, four-year technical programs, or two-year junior college programs.
3. Students in the fourth and fifth years of five-year junior college programs may cross-enroll in courses offered by two-year junior college programs. Whether such courses may be counted toward graduation credits shall be handled in accordance with the regulations of the respective departments.
4. With the approval of the division chair, students in the fourth and fifth years of five-year junior college programs may enroll in courses offered to first- and second-year students in four-year technical programs. Whether such courses may be counted toward graduation credits shall be handled in accordance with divisional regulations.
5. Students applying for cross-enrollment while participating in off-campus internships shall submit a consent form from the internship organization.
6. When a course has reached its enrollment limit, the maximum enrollment may be adjusted by the relevant department or institute, with the consent of the course instructor, in accordance with the seating capacity of the classroom.
7. Due to differences in the nature and educational objectives of professional and general education courses, when students apply for credit transfer, general education courses may only be counted as general education credits and may not be recognized as departmental elective credits. Likewise, departmental elective courses may only be counted as departmental elective credits and may not be recognized as general education credits.
8. The standard enrollment limit for general education courses shall be fifty (50) students. Where a general education course uses a specialized classroom, the enrollment limit shall be subject to the classroom's capacity. Students shall add courses online through the existing system; manual enrollment shall not be accepted. However, students retaking or making up courses, or those who have already completed the course and are unable to add it online, shall enroll through manual application with supporting documents, subject to review and approval by the course instructor and the Director of the General Education Center. Any additional enrollment shall still be limited by the classroom's capacity.
9. For courses within the same institute, department, division, or program, cross-enrollment between day and evening programs must be reviewed and approved by the institute director and department chair.

10. For practical or laboratory courses across all academic systems, students who fail to pay the required material fees within the prescribed period shall, from the sixth week of the semester onward, be listed by the department and submitted to the Office of Academic Affairs, which shall process the course as a withdrawal. Credit fees already paid shall not be refunded.
11. Fourth-year undergraduate students who have been admitted to the University's master's program and wish to take master's-level courses in advance shall apply only after obtaining approval from the relevant department or institute. Such students may take up to twelve (12) credits. Credit fees for the master's courses taken shall be charged in accordance with the University's master's program credit fee standards.

第九條 學生因故無法繼續修習課程，得依以下規定辦理棄選課程：

- 一、學生申請棄選課程，應填具棄選課程申請表，並檢附當學期選課清單，經任課老師、導師及本系(所)主任同意後，送教務處辦理。
- 二、學生申請棄選課程，依本校行事曆之第 10 週前辦理完成，第 11 週起不受理。
- 三、棄選課程後，總修習學分數不得低於每學期應修之最低學分數。
- 四、經核准辦理棄選之學生，同一學期不得再申請加選任何課程。
- 五、棄選之課程仍須登載於該學期成績單及歷年成績表，成績欄註明「停修」，但不列入學分及成績之計算。
- 六、課程棄選後，其學分費(材料費)不退費，未繳交者，仍應依規定繳納學分費(材料費)後始得辦理棄選，但學期結束後，其材料費有剩餘者則依各系相關規範比例退還學生。
- 七、棄選課程在棄選前之缺曠紀錄將不予註銷。
- 八、延修生辦理棄選後，至少應修讀一個科目。
- 九、實作課程材料費逾期未繳交者，由系上統一造冊後，送教務處以棄選課程方式處理。
- 十、研究所第二階段課程學分費逾期未繳交者，經各所通知學生確認無誤後，教務處以棄選課程方式處理。

Article 9 Course Withdrawal:

Students who are unable to continue taking a course for valid reasons may apply for course withdrawal in accordance with the following provisions:

1. Students applying for course withdrawal shall complete a Course Withdrawal Application Form and attach their course enrollment list for the semester. The application shall be submitted to the Office of Academic Affairs after obtaining the approval of the course instructor, the academic advisor, and the chair of the relevant department or institute.
2. Applications for course withdrawal shall be completed by the end of the tenth (10th) week as specified in the University academic calendar. Applications submitted from the eleventh (11th) week onward shall not be accepted.
3. After course withdrawal, the total number of credits taken shall not be less than the minimum number of credits required per semester.
4. Students whose course withdrawal applications have been approved may not apply to add any courses in the same semester.

5. Withdrawn courses shall still be recorded on the semester transcript and the cumulative academic record, with the grade column marked as "Withdrawn," but such courses shall not be included in the calculation of credits earned or grades.
6. After course withdrawal, credit fees (and material fees) shall not be refunded. If such fees have not yet been paid, students shall still be required to pay the credit fees (and material fees) in accordance with regulations before the withdrawal can be processed. Any remaining balance of material fees at the end of the semester shall be refunded to students in proportion and in accordance with the relevant regulations of each department.
7. Records of absences accumulated prior to course withdrawal shall not be canceled.
8. Students with extended study periods who withdraw from courses shall enroll in at least one course.
9. For practical or laboratory courses, students who fail to pay material fees by the deadline shall be listed by the department and submitted to the Office of Academic Affairs, which shall process the course as a withdrawal.
10. For graduate students, if the credit fees for second-stage courses are not paid by the deadline, and after confirmation by the respective institute that the student has been duly notified, the Office of Academic Affairs shall process the course as a withdrawal.

第十條 交換生選課規定：

- 一、加選與退選課程，依本校規定時間內辦理，若到校時間較晚則以實際到校日之 5 日內完成加選與退選(5 日之計算不包含星期六日及國定假日)，但開學第 4 週起不得再加選及退選課程。
- 二、選課無最低學分數限制，惟每學期修習學分數，仍應依本校各學制所定最高 28 學分之限制辦理。
- 三、選課依隨班附讀之系所，修讀系上課程，若要修讀外系課程以當學期 6 學分為原則。
- 四、修讀本校進修部課程以當學期 3 個科目 10 學分為限，並需繳交學分費，學分費用依學雜費收費標準，依實際上課時數繳交學分費。
- 五、前第三款及第四款修讀外系及進修部課程，當學期合計以 6 學分為原則，但各系另有規定者，從其規定。
- 六、交換生修讀課程規範依本校相關規定辦理。
- 七、選課完成後，請再次上網確認選課內容是否正確，若有錯誤，請於期限內完成更正，逾期未更正者，將以教務系統內登載之資料為正式選課紀錄。
- 八、因故無法繼續修習課程，依照本校棄選課程相關規定辦理。
- 九、課程之缺曠、扣考、成績計算依本校相關規定辦理。
- 十、其他未規定者，依本校學則及有關規章辦理。

Article 10 Course Selection Regulations for Exchange Students:

1. The addition and withdrawal of courses shall be completed within the time periods prescribed by the University. Exchange students who arrive on campus after the semester begins shall complete course additions and withdrawals within five (5) days of their actual arrival date (excluding Saturdays, Sundays, and national holidays). No courses may be added or withdrawn from the fourth week of the semester onward.
2. There is no minimum credit requirement for course enrollment; however, students shall comply with the maximum limit of twenty-eight(28) credits per semester as prescribed for each academic system of the University.

- 3.Exchange students shall enroll primarily in courses offered by the department or institute with which they are affiliated as visiting students. Enrollment in courses offered by other departments shall, in principle, be limited to six (6) credits per semester.
- 4.Enrollment in courses offered by the University's Continuing Education Division shall be limited to a maximum of three (3) courses and ten (10) credits per semester. Students shall be required to pay credit fees in accordance with the tuition and fee standards, calculated based on the actual class hours attended.
- 5.The total number of credits taken in courses offered by other departments and the Continuing Education Division, as referred to in Subparagraphs 3 and 4 above, shall, in principle, be limited to six (6) credits per semester, unless otherwise stipulated by the respective departments.
- 6.Course enrollment for exchange students shall be governed by the relevant regulations of the University.
- 7.After completing course registration, please log in again to verify that your selected courses are correct. If there are any errors, please make corrections within the specified deadline. Any corrections not made by the deadline will result in the records in the academic system being considered the official course registration.
- 8.Students who are unable to continue a course for any reason shall follow the University's relevant regulations on course withdrawal.
- 9.Regulations regarding attendance, disqualification from examinations, and grade calculation shall be handled in accordance with relevant University regulations.
- 10.Matters not otherwise specified herein shall be governed by the University's Academic Regulations and other relevant rules.

第十一條 本辦法經教務會議審議通過，陳請校長核准定後實施，修正時亦同。

Article 11 These Regulations shall take effect upon approval by the Academic Affairs Meeting and ratification by the President. The same procedure shall apply to any amendments.

本規章負責單位：註冊課務組

Unit Responsible for These Regulations: Office of Academic Affairs, Division of Registration and Curriculum Affairs