

CJCU Insufficient Students Course Handling Guideline

Approved by the 2008 First Semester End Academic Affairs Meeting (12-23-2008)
Approved by the 2008 Second Semester End Academic Affairs Meeting (05-26-2009)
Approved by the 2009 First Semester End Academic Affairs Meeting (12-29-2009)
Amended and Approved by the 2010 First Semester End Academic Affairs Meeting (12-28-2010)
Amended and Approved by the 2016 First Semester End Academic Affairs Meeting (12-21-2016)
Amended and Approved by the 2017 Second Semester End Academic Affairs Meeting (05-29-2018)

Article 1: This Guideline is established to clearly define how to handle courses with insufficient students according to the various CJCU regulation provisions, resolutions approved by the relevant meetings, and according to the actual needs of CJCU.

Article 2: Compulsory courses: Compulsory courses of all departments with insufficient students shall still be held, except demolition courses, common compulsory courses, compulsory language courses and compulsory general courses.

Article 3: Elective courses:

For courses that meet any one of the following conditions, fill out the "Insufficient Students Course Commencement Application Form" and submit the form to the Registration and Curriculum Section within two days after the course selection or reduction phase has ended, and the courses shall commence after receiving application approval.

1. The number of student that registers for the original class is insufficient.
2. If full-time teachers have not reached the basic teaching hours, may apply to offer an elective course for more than two-thirds students of the courses. The teaching hours shall not be included over-clock credit hourly fees, but shall be including into the basic teaching credit hours.
3. The course is part of the CJCU's key development plan. (Limited to the Ministry of Education or government agency's plan funding expenditures and within the scope of CJCU courses.)
4. Departments/institutes may apply to offer an elective course for ten or more students for the graduation class. The Students of the Master's program may apply to retain one elective course with two or more students (the various academic system quotas shall not be used interchangeably).
5. If a course must still be opened due to special reasons, the course may commence after it has received signature approval.

Article 4: This Guideline shall be implemented after approval by the Academic Affairs

Meeting, promulgated for implementation by the president, and the same shall apply to amendments.