

Kai Nan University
Department of International Logistics and Transportation Management
Course Registration Guidelines for Students

Approved at the 1st Departmental Meeting of the 109th Academic Year on September 23, 109

1. Credit Limits:

	Lower Limit	Upper Limit
Freshmen to Juniors (1st to 3rd Year)	15 credits	25 credits
Seniors (4th Year)	9 credits (except for delayed students)	25 credits

2. Under special circumstances or if a student's average academic score in the previous semester is 75 or above, and with the approval of the department head, they may take up to 6 extra credits in the current semester.

3. Students in lower grades taking courses of higher grades:

(1) If a student wishes to take a course from a higher grade (e.g., a freshman taking a sophomore-level course), they must complete a "Student Course Selection Counseling Record" (referred to as the "Course Counseling Record" below). After guidance and assessment by their academic advisor or department head, they can then register for the course during the course correction period.

(2) If a student wishes to take two courses from higher grades (e.g., a freshman taking a junior-level course), in addition to having an average academic score of 80 or above in the previous semester, they must also complete the Course Counseling Record. After guidance and assessment by their academic advisor or department head, they can register for the course during the course correction period and submit the record to the departmental meeting for reference.

4. Regulations for Retaking and Making Up Courses:

Students who are taking a required course for the first time must take the course in the original class and are not allowed to take it in a summer school class. If a student's original class schedule conflicts with a required retake course, they may take the course in another class, but they must complete a Course Counseling Record.

5. When students take courses with the same name, regardless of whether the

instructors are the same, the repeated grades and credit hours will not be recognized.

6. For matters not covered in these guidelines, follow Nan Kai University's Student Course Registration Guidelines.