

National Chung Hsing University Department of Mechanical Engineering Regulations for Students Taking Required Courses and Basic Elective Courses in Other Departments

Approved by the Department Affairs Meeting on February 19, 2014

Amended by the Dept. Affairs Meeting on June 24, 2014

Amended by the Dept. Affairs Meeting on June 24, 2015 (Article 1, 2 and Application Form)

Amended by the Dept. Affairs Meeting on October 1, 2015 (Articles 2, 3)

Amended by the Dept. Affairs Meeting on February 27, 2018 (Article 3)

Amended by the Dept. Affairs Meeting on January 19, 2022 (Application Form)

Amended by the Dept. Affairs Meeting on Mar 27, 2024 (Article 3)

Amended by the Dept. Affairs Meeting on September 24, 2025 (Article 1 and Application Form)

Amended by the Dept. Affairs Meeting on February 25, 2026 (Article 1,2 and Application Form)

1. When students of the Department wish to take required courses in other departments for the purpose of retaking or making up credits, they must complete the "Application Form for Students of the Department of Mechanical Engineering Taking Required Courses and Basic Elective Courses in Other Departments" and submit it through the administrative procedure for approval.
2. For non-departmental required courses and Basic Elective Courses, students must apply in advance and obtain approval from the Curriculum Committee. Only approved courses can be counted toward graduation credits; unapproved courses will not be eligible. For students pursuing a secondary specialty program, double major, or a minor must follow the relevant regulations for those programs.
3. Students in this department may retake or make up a maximum of five courses in other departments, subject to approval by the Curriculum Committee.
4. Applications for the first session of summer courses must be submitted by June 25, and for the second session by July 20. For regular semester courses, applications must be submitted at least one week before the end of the add/drop period for the semester. Late applications will not be accepted.
5. When submitting the application form, students must attach supporting documents and the syllabus of the intended course. Once approved, the application will be forwarded to the Registration Division for record-keeping, with copies sent to the department office and retained by the student. Before graduation, students must submit the Credit Verification Form along with copies of the application form and related attachments for verification.
6. Matters not covered in these regulations shall be handled in accordance with the university's relevant regulations.
7. These regulations shall take effect upon approval by the Department Affairs Meeting. Revisions shall follow the same procedure.

National Chung Hsing University Department of Mechanical Engineering
Application Form for Students Taking Required Courses and Basic Elective
Courses in Other Departments

I, a student of the Department of Mechanical Engineering,

Name: _____ Student ID: _____ Contact Number: _____

☐ Intend to take courses during the summer session of the academic year _____.

☐ Intend to take courses during the _____ semester of the academic year _____.

At: _____ University, Department: _____ °

Courses to be taken:

Course Title: _____ Course Code: _____ Credits: _____ °

The course content matches the department's required course and Basic Elective Courses:

Course Title: _____ Course Code: _____ Credits: _____ °

Reason for application:

☐ **Retake**, Previous course record: Academic Year _____, Semester _____

Course Title: _____ Grade: _____

☐ **Makeup**

Reason: ☐ Schedule Conflict

☐ Others:

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Enrollment in Calculus I, Calculus II, General Physics (6 credits, full year), General Chemistry, or General Physics Laboratory (2 credits, full year) does not require instructor's approval.

Instructor's Opinion (required for other courses):

Similarity in course syllabus: _____% (At least 70% similarity required for review by the Curriculum Committee.)

Other comments:

Signature: _____ Date: _____ (YYYY/MM/DD)

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Curriculum Committee Review Result:

☐ Approved ☐ Not Approved

Curriculum Committee Chair:

Signature: _____ Date: _____ (YYYY/MM/DD)

Department Chair:

Signature: _____ Date: _____ (YYYY/MM/DD)