

Ming Chuan University Procedures for Course Credit Waiver Applications

Reported as Tai(91)Gao(2) 91187962 on December 9, 2002

Passed at the University Affairs Committee Meeting on June 17, 2004

Passed at the University Affairs Committee Meeting on June 4, 2006

Passed at the University Affairs Committee Meeting on October 29, 2008

Passed at the Academic Affairs Committee Meeting on May 12, 2010

Passed at the University Affairs Committee Meeting on May 30, 2011

Reported as Tai Gao (2) 1010243666 on December 26, 2012

- Article 1 These procedures are in accordance with Article 42 of General Provisions for Study.
- Article 2 The following students will be eligible for credit waivers.
1. Students transferring departments, sections and specialized degree programs.
 2. Students transferring from other universities.
 3. Students taking the entrance examination for a second time or students applying for entry for the first time.
 4. Students who were permitted to take courses, and subsequently wish to use accrued credits towards a degree.
- Article 3 The regulations concerning placement of the above students in their respective levels are as follows:
1. For students transferring departments, sections, and specialized degree programs to enter their second year, the maximum total waived credits are 40 credits; for those entering their third year, the maximum total waived credits are 80 credits. After transferring, students must take at least the minimum number of credits designated for that year. Similarly, students transferring into their third year must complete their program in the prescribed period of time (not including those who have had their study period extended), take credits according to the semester into which they enter, and complete the courses and take the number of credits set by the department into which the student transferred. If this is not possible, students should transfer into the second year of study rather than third year.
 2. Students transferring from another university will comply

with the above rules, except for those who previously graduated (matriculated) from this institution. The maximum total waived credits are not restricted to the above regulation and are reviewed by the department chair or program director. Students are transferred into the year level according to the number of credits being waived, yet the required study period to complete a degree may not be less than one year. Students who withdraw from school due to failing academic grades may not transfer into a year level higher than the withdrawal year level.

3. Under the principle of not altering the minimum credits required per semester, students taking the entrance examination for a second time, students applying for entry for the first time, or students who, have taken courses according to regulations and subsequently been awarded a degree at another institution, all transfer students are to take credits as deemed suitable by the director of the respective department, with an exception made for common required courses taken in the previous department. Students are transferred into the year level according to the number of credits being waived, yet the required study period to earn a degree may not be less than one year.
4. Students who have officially transferred from colleges, or who have graduated from colleges, will have courses taken in colleges considered for credit waivers and will be placed in the appropriate year according to the number of waived credits for which they are eligible. However, students will be required to complete at least two years of study to be eligible to graduate.
5. Students taking the entrance examination for a second time, students applying for entry for the first time, students transferring from another institution, or graduate students who after having taken sufficient credits are wishing to apply to a certain department, will be given credit waivers as deemed appropriate by the relevant department. Students are required to earn at least half the credits necessary for graduation in the new program into which they transfer.
6. For matriculated graduate students taking the entrance

examination for a second time or students applying to enter the same graduate program after previous withdrawal, the number of credits waived is not restricted to the above regulation. After receiving approval from the department chair or program director, students may enter into the appropriate year level; yet the required study period to earn a degree may not be less than one year.

7. Upon receiving approval from the department director, those students with an appropriate number of potential waived credits to enter an appropriate university year are permitted to take the minimum number of credits for graduation as decided by the relevant department (not including those who have had their study period extended.)

Article 4 The range of course credits that can be waived are as follows:

1. Required course credits (including common subjects).
2. Elective course credits (including related courses and other general education subjects).
3. Students who have accrued credits through minors in departments, sections, and specialized degree programs.
4. Students who have accrued credits through a double major

Article 5 Principles for credit waiver is based on the following:

1. Name of the courses and content of courses is the same.
2. Name of courses is different, but the content of the two courses is similar.
3. Name of course and content is different but nature of the courses is similar.

If the content and nature of course is similar as in 2. and 3., course will be recognized by the department, section, and specialized degree program.

Article 6 Dealing with different kinds of credits will be done in the following way:

1. For those students with more than sufficient credits eligible be waived, the fewest necessary waived credits will go toward the academic record.
2. For those students with insufficient credits eligible to be waived from the previous semester and with no possibility of making up the required credits, the department chair or program director will then select courses similar in nature to

required courses to replace them.

3. For those students who have taken required credits from an institution of equal standing with this institute but who are still lacking credits, the credits must be made up, in which case the minimum number of credits will appear on the academic record.

Article 7 Students retaking the entrance examination, transferring departments, sections or specialized degree programs, and those transferring from another institution should apply for credit waiver during the prescribed period in the academic year that they are admitted. Applications are accepted only once and will not be accepted past the deadline.

Article 8 Credits under consideration for waiver must be reviewed by not only the relevant department, section or specialized degree program, but also by the Academic Affairs Division. Procedures for waiving Physical Education and Military Training credits must be done in the respective offices.

Article 9 Practical English curriculum will be reviewed by the English Language Center at this institution. However, since content offered at every institution is different, in order to ensure fairness and consistency, the English Language Center will conduct proficiency testing and only waive credits for those who satisfactorily pass the test.

Article 10 Credit waiver will enter the academic record according to the following procedure:

1. Students transferring from other institutions should enter the waived courses (grades are not required) into the appropriate column on the transcript from the previous year.
2. Students who have taken the entrance examination for a second time should enter the waived courses (grades are not required) into the appropriate column on their previous transcript.

Article 11 The regulations for applying the credit waiver are as follows:

1. Students (except for those in Extended Study Period) should apply within two weeks at the beginning of the semester.
2. Students in the Extended Study Period may not apply for credit waiver.

Article 12 Upon being passed by the University Affairs Committee, these

procedures were announced, implemented, and reported to the Ministry of Education for reference. Any revision must follow the same procedures.