

Department, Section, or Specialized Degree Program Transfer Procedures

Reported as Tai (91) Gao (2) 91180959 on November 26, 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

- Article 1 These procedures were established in accordance with Article 22 of General Provisions for Study.
- Article 2 First year students (except students transferring to the International College), students on study leave, students about to graduate, and working students are not permitted to change their departments. Except for work-experience students and students on study leave, all students may switch specialized degree programs.
- Article 3 Students who are about to begin their second year may apply to change departments, sections or specialized degree programs. Students in their second and third years may apply to change departments, sections or specialized degree programs on the condition that they apply to a department, section, or specialized degree program similar in nature to the one to which they belong.
- Article 4 Before accepting applications from students who wish to change their majors, each department, section or specialized degree program must set the minimum average. After this matter has been reported to the president and has received approval, departments, section or specialized degree programs must announce what the minimum grade for changing departments, sections or specialized degree programs will be.
- Article 5 If entry to a department, section or specialized degree program requires specialized skills or knowledge, a test for this specialized knowledge will be administered in order to decide whether or not the student will be permitted to transfer.
- Article 6 Departments, sections or specialized degree programs may only admit as many transfer students as permitted by the department. If the number of students wishing to enter the department exceeds the limit, departments, sections or specialized degree programs will use either the student's academic average or the results on the test administered to transfer students to decide who may enter.
- Article 7 Students may change departments, sections or specialized degree

programs only once. After the transfer has been approved and announced, students may not apply to transfer again, nor apply to return to their original department, section or specialized degree program.

Article 8 Students must meet the minimum requirements set by the department, section or specialized degree program of that academic year prior applying for transfer.

Article 9 Applications for department, section, or specialized degree program transfers are processed in April. International College students' applications are processed in October. Please note the following:

1. Students fill out e-form online and upload the cumulative transcript (Students beginning their second year must submit their previous semester's transcript, and students beginning their third year must submit the transcript for the previous three semesters.) and submit the original copy of the transcript to the secretary of the department, section or specialized program during examination (Students who do not submit a transcript will not have their applications reviewed.).
2. Students will attend the transfer examination administered by the department, section or specialized program. After passing the examination (including written and oral sections), their transfer acceptance results will be signed by the Chair of the department, section or specialized degree program, and sent to the Registrar.
3. After Registrar has processed the documents, cases will be submitted to the president for formal approval.
4. After the transfer has been approved, students must wait until the following semester. If the student's grades are at a passing level, the transfer will automatically come into effect.

Article 10 Students who lack either compulsory or elective credits in their new departments, sections or specialized degree programs must make up the required courses in order to graduate.

Article 11 Matters related to the International College students who transfer specialized degree programs will be processed in accordance with the above article. Restrictions detailed in Article 2, 3 and 7 will not apply in such cases.

Article 12 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.