

# Ming Chuan University Procedures for Information Technology Course Waiver Applications by Undergraduate Students

Passed at the Information Technology School Affairs Committee Meeting on July 29, 2009

Passed at the Academic Affairs Committee Meeting on December 3, 2009

Revised and passed at the Information Technology School Affairs Committee Meeting on May 14, 2010

1. These procedures were established to improve students' information technology capability and encourage them to take IT certificate examinations.
2. Starting from the 2009-10 academic year, these procedures apply to undergraduate students (including transfer students).
3. Students who have earned certificate(s) in information technology issued by authorized testing and certification organizations will be eligible for IT credit waivers. The requirements for IT credit waivers are set as follows:

IT Course Category	Office Applications (1 <sup>st</sup> semester of first year)		IT-Data Processing (2 <sup>nd</sup> semester of first year)
	English Typing Speed	Communication Skills	Data Processing Skills
Requirements	TQC Test held by Computer Skills Foundation: English typing over 15 words per minute	TQC Test held by Computer Skills Foundation: Word or PowerPoint-primary or higher level	TQC Test held by Computer Skills Foundation: Excel-primary or higher level
		Have attained certificate in Microsoft Office (MOS)-Word or PPT	Have attained certificate in Microsoft Office (MOS)-Excel
		Have attained certificate in SUN Open Office -Word or PPT	Have attained certificate in SUN Open Office-Excel
	Students who meet the requirements for above-mentioned capabilities will be eligible for IT credit waivers.		Students who meet the requirements for above-mentioned capabilities will be eligible for IT credit waivers.

4. If an applicant has achieved the requirements for IT credit waivers before admission, the score are valid for three years from the certificate's date of issue Eligible applicants must submit the application within the first three weeks of the first semester. Eligible applicants shall go to the School of Information Technology website and download the Ming Chuan University Application Form for Information Technology Course Waivers. After completing the application, applicants must submit the form along with relevant certificates (original and copy) to the School for review before the deadline. (The version of software tested must be the same one the University is using for the academic year. The version of software will be announced in the beginning of the semester.)

Students may check the application results on the School of Information Technology website or the University's website. According to the Procedures for Course Selection, students who are granted a credit waiver must complete the course-dropping process within the deadline specified.

5. According to the University Law and Ming Chuan University General Provisions for Study, should any students fail to meet the graduation credit requirements due to the IT credit waivers, they must enroll in other professional electives to attain graduation eligibility.
6. Upon being passed at the Information Technology School Affairs Committee Meeting/Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.