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 University Affairs Committee Meeting on May 30, 2011
Reported as Tai Gao (2) 1010243666 on December 26, 2012
Passed at the University Affairs Committee Meeting on May 27, 2013
Reported as Tai Gao (2) 1020085972 on June 6, 2013
Passed at the Academic Affairs Committee Meeting on May 15, 2014
Passed at the University Affairs Committee Meeting on May 26, 2014
Reported as Tai Gao (2) 1030090123 on June 20, 2014
Reported as Tai Gao (2) 1040083364 on June 23, 2015
Reported as Tai Gao (2) 1090064707 on May 6, 2020
Passed at the 72nd University Affairs Committee Meeting on December 5, 2022
Passed at the 74th University Affairs Committee Meeting on June 5, 2023

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 according to legal regulations, or permitted by this university, to take courses for credit and subsequently wish to use those 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 the 1st semester of their second year, a maximum total of 40 credits may be waived; for those entering the 2nd semester of their second year, the maximum total of waived credits is 60; for those entering the 1st semester of their third year, the maximum total of waived credits is 80; for those entering the 2nd semester of their third year, the maximum total of waived credits is 95. 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 years of approved extended study period), take credits according to the semester into which they enter, as well as complete the courses and take the number of credits set by the department into which the student transfers. If this is not possible, student should transfer into the second year of study rather than the third year.

2. Students transferring from another university will comply with the above rules, except for those who previously graduated (matriculated at) from this institution. The maximum total waived credits are not restricted to the above regulation. 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. 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 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.
   For students applying for credit waiver as mentioned above, based on a University Extension Certificate of Credit Completion, the maximum total waived credits is half of that program’s required graduation credits and the resulting study period to complete the degree may not be less than one year.
4. For students who have studied at and hold 5-year junior college transcripts, when applying for course credit waiver, passing course credits taken in their fourth or fifth year are deemed suitable for credit waiver consideration.
5. For 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 have taken courses according to regulations and subsequently been awarded a degree at another institution, the course waiver credits are limited to 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. Yet the required study period to earn a degree may not be less than one year.

7. For students with a suitable number of potential waived credits to enter the appropriate university year, those applying to enter the 1st semester can only be placed in the 1st semester of a given year-level, those applying to enter the 2nd semester can only be placed in the 2nd semester of a given year-level.

   For students applying to enter the 1st semester of the second year, 32 waived credits are needed; for entering the 2nd semester of the second year, 48 waived credits are needed; for entering the 1st semester of the third year, 64 waived credits are needed; for entering the 2nd semester of the third year, 75 waived credits are needed.

   For students who graduated from or matriculated at this university, 86 waived credits are needed to enter the 1st semester of the fourth year.

   For students with 5-year study limitation, 114 credits are needed to enter the 1st semester of the fifth year.

8. Separately, for students admitted through an Education Cooperation Agreement signed between this university and an overseas university, matters are handled in accordance with the agreement contents, and are not restricted by Item 7.

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 to 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.
4. For those students who have taken a full academic year course from another institution, and the content of course meets the same as the one in this institution that offers the course divided into 1st semester and 2nd semester courses, upon review by the department, both semesters can be waived at the same time.

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. Waiver of Physical Education and National Defense Education Military Training credits must be conducted by those offices, respectively.

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. Any revision must follow the same procedures.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.