

National Central University Course Credit Waiver Guidelines

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- Article 1 These guidelines have been expressly formulated in the interest of processing student applications for credit waivers.
- Article 2 Students who meet any of the following criteria may apply for course credit waiver provided they present an official transcript or other documentary proof showing that the credits for the courses being waived have already been earned:
- I. Have taken courses offered by a public or accredited private university or junior college, the Academia Sinica, or a foreign college or university recognized by the Ministry of Education.
 - II. Have taken courses offered through an extension education program accredited by the Ministry of Education.
 - III. Have taken courses offered by the Academia Sinica or by a foreign university study program recognized by the University after their enrollment in the University.
- Article 3 The rules and regulations for determining the number of credits that are to be waived and the academic level at which the student shall be placed are as follows:
- I. The number of credits an undergraduate student may waive shall be left to the discretion of the individual departments and degree programs, but students whose waiver is approved must meet the University's minimum credit hour per semester requirement in each semester in which they are enrolled in the University.
 - II. Undergraduate students may petition to be placed at a higher grade level depending on the number of credits they have waived. Those who have waived 40 or more of the minimum number of credit hours required for graduation may be placed at the second-year level; those who have waived 78 or more of the minimum number of credit hours required for graduation may be placed at the third-year level; the final decision regarding placement shall be left to the discretion of the individual departments and degree programs.
 - III. In principal, transfer students should be placed at the grade level to which they are admitted, but those who meet the criteria specified in the previous subparagraph may petition to be placed at a higher grade level.
 - IV. Any petition to be placed at a higher grade level should be submitted with the application for credit waivers; no student may petition more than once. Those whose petitions have been granted may not file for a change or withdrawal of their petition.

- V. Students who have been placed at a higher grade level must comply with the relevant rules and regulations regarding required courses and minimum number of credit hours required for graduation applicable for students at that level.
- VI. Courses which have previously been counted toward a student's minimum number of credit hours required for graduation cannot be waived. The determination of the number of credit hours required for graduation shall be left to the discretion of the individual departments and graduate institutes. Credit hours earned from courses taken at junior college by a student prior to enrolling in the University may be waived under certain circumstances. Courses taken during the first three years at a five-year junior college are regarded as the equivalent of courses taken at a high school or vocational high school and are therefore inappropriate to be waived.
- VII. Credit hours earned from courses taken more than ten years prior to enrollment in the University may not be waived.
- VIII. The determination of the maximum number of credit hours that may be waived by graduate students shall be left to the discretion of the individual departments, graduate institutes, and professional-development or degree programs, but all graduate students must take at least one credit hour of graduate course work at the University.

Article 4 The types of courses that may be waived are as follows:

- I. Required courses (including Common Required Courses).
- II. Elective courses.
- III. Undergraduate minor or minor-track courses.
- IV. Undergraduate double-major courses.
- V. Program courses.

Article 5 Course credit waivers may be applicable under the following conditions:

- I. The course has the same title, content, and credit hours.
- II. The course has a different title but the same content and credit hours.
- III. The course has the same title and content but a different number of credit hours.

Article 6 Regulations on the granting of waivers for courses with divergent credit hours is as follows:

- I. Where the credit hours of the course taken exceed that of the course being waived, the smaller number shall prevail in the calculation of credits waived.
- II. Where the credit hours of the course taken are less than that of the course being waived and the discrepancy in the number of the credits cannot be made up by taking another course, no waiver shall be granted; but if the discrepancy can be made up, the determination of courses to be used for this purpose shall be left to the discretion of the relevant department, graduate institute, professional-development or degree program.

- III. Where the course being waived is a non-credit course, the number of credits waived shall be zero.

Article 7 The time frames for course credit waiver applications are as follows:

- I. Newly-admitted students (including transfer students) who wish to apply for a course credit waiver must do so during their first semester in the University within the deadline specified in the academic calendar.
- II. Current students who wish to apply for a credit waiver must do so within the deadline specified in the academic calendar for the first semester after they earned the credit hours.
- III. Students transferring from other departments, graduate institutes, departmental tracks, and professional-development or degree programs who wish to apply for a course credit waiver must do so during their first semester after transferring within the deadline specified in the academic calendar for that semester.

Article 8 Applications for credit waivers must be approved by the student's respective department, graduate institute, or professional-development or degree program before being sent to the relevant units for further review. A second review shall be conducted by the Office of Academic Affairs.

Students who are granted a credit waiver must still fulfill the minimum number of credit hours per semester requirement.

Article 9 The titles and credit hours of the waived courses will be recorded on the student's transcript; grades obtained from these courses will not be counted toward the student's semester or graduation grades and the grading field for that subject will simply be marked "waived."

Article 10 Each department, graduate institute, and professional-development or degree program shall formulate their own course credit waiver guidelines, which shall be implemented and entered into force upon appraisal and ratification by a meeting of the Academic Affairs Committee.

In cases where the requirements of the individual credit waiver guidelines are more stringent than those stipulated in these guidelines, the former shall prevail. Matters not covered in the individual credit waiver guidelines shall be processed in accordance with these guidelines.

Article The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these guidelines.