

## **Course Credit Waiver Guidelines for Students in the Graduate Institute of Applied Geology at National Central University**

Approved at the Institutional Affairs Committee Meeting on January 10, 2002  
Appraised and ratified at the Academic Affairs Committee Meeting on January 14, 2002  
Revised and approved at the Institutional Affairs Committee Meeting on September 28, 2005  
Appraised and ratified at the Academic Affairs Committee Meeting on December 20, 2005

- Article 1 These guidelines are provided in accordance with the *National Central University Credit Waiver Guidelines*.
- Article 2 Students who wish to apply for a course credit waiver should do so within one week of the commencement of the new semester of their first semester at the University or (in the case of transfer students) first semester in the program; students may not apply more than once.
- Article 3 Students who meet any of the following criteria may apply for a waiver:
- I. Have enrolled in a university prior to their admission into the University.
  - II. Have taken graduate courses offered by the Institute prior to their admission and are able to present documentary proof or official transcripts indicating the number of credit hours earned.
  - III. Have taken other courses during their term of study at the University and are able to present documentary proof of the number of credit hours earned.
- Article 4 Master's students who have taken graduate courses offered by the Institute in which they received a course grade of no less than 70 points may apply for a course credit waiver; in such cases, applications are restricted to courses which have not previously been counted toward the student's minimum baccalaureate graduation requirements. If the waiver is for courses taken from the Institute, the full credit hours shall be granted upon confirmation of documents attesting to that fact; but if the waiver is for courses taken from other graduate programs at other universities or at National Central University, the Institute shall decide whether the waiver shall be determined on the basis of an exam (minimum passing grade of 70) or a review of the relevant documents. The maximum number of course credit hours master's students can waive is six.
- Article 5 Doctoral students who have taken graduate courses offered by the Institute within four years of their admission into the Institute and received a grade of 80 points or more in each of these courses may apply for a course credit waiver; in such cases, applications are restricted to courses which have not previously been counted toward the student's minimum master's graduation requirements. If the waiver is for courses taken from the Institute, the full credit hours shall be granted upon confirmation of documents attesting to that fact; but if the waiver is for courses taken from other graduate programs at other universities or at National Central University, the Institute shall decide whether the waiver shall be determined on the basis of a review of the relevant documents. The maximum number of course credit hours doctoral students can waive is nine.

- Article 6 The scope and principles of course credit waivers as well as the granting of waivers for courses with divergent credit hours shall be in compliance with the University's *Credit Waiver Guidelines*.
- Article 7 Grades earned from waived courses may not be included in the calculation of a student's semester or graduation grade point averages.
- Article 8 Credits earned from courses offered by a foreign institute accredited by the Ministry of Education may, where appropriate, be waived in accordance with the relevant stipulations in these guidelines.
- Article 9 The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Institutional Affairs Committee and appraisal and ratification by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.