

National Central University Course Credit Waiver Guidelines

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Article 1

National Central University Course Credit Waiver Guidelines were stipulated per Article 28 of the University Act and Articles 13 and 61 of National Central University Study Regulations.

Article 2

Students who meet any of the following criteria may apply for a 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:

1. Having taken and passed the courses offered by a public or accredited private university or junior college, Academia Sinica, or a foreign college or university recognized by the Ministry of Education.
2. Having taken courses offered by a continuing education credit program accredited by the Ministry of Education and having held a certificate for the course credits.
3. Having taken and passed the courses offered by Academia Sinica or by a program of a foreign university/college at which NCU students are allowed by NCU to study after their enrollment at NCU.

Article 3

The rules for determining the number of credits to be waived and the academic level at which a student shall be placed are as follows:

1. The number of credits an undergraduate student may waive shall be left to the discretion of individual departments and degree programs, but students whose credit waiver is approved must meet the requirement of NCU's minimum number of credits

per semester in the semester where they are enrolled at NCU.

2. Undergraduate students may apply for being placed at a higher grade level depending on the number of credits they have waived. Those who have waived at least 40 credits required for graduation may be placed at the second-year level; those who have waived at least 78 credits required for graduation may be placed at the third-year level. The final decision regarding the placement shall be left to the discretion of individual departments (degree programs).
3. In principle, transfer students shall be placed at the grade level to which they are admitted, but those who meet the criteria specified in the previous subparagraph may apply for being placed at a higher grade level.
4. Any application for being placed at a higher grade level **can be filed only once, shall be filed only in the first semester after the applicant's admission to NCU**, and shall be submitted with the application for a credit waiver. Those students whose applications have been granted cannot file for a change or withdrawal of their applications.
5. Students who have been placed at a higher grade level must comply with relevant rules regarding the courses and the number of credits required for graduation applicable to students at that level.
6. If a freshman applies for a credit waiver for a course whose credit or credits have already counted towards the minimum number of credits required for his or her graduation from a previous educational stage, then his or her application shall be denied. The determination of the number of credits required for graduation shall be left to the discretion of individual departments and graduate institutes. Credits earned and courses taken at a junior college by a student before his or her being enrolled by NCU as a freshman may be used to waive credits and courses offered by NCU 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 a vocational high school and **therefore shall not** be used to waive courses at NCU.
7. Any of a student's credits earned from any course taken more than ten years before the student's being enrolled at NCU cannot be used to waive any credit at NCU. However, each department (institute, special program, or degree program) may stipulate its own principles to cope with exceptions in response to the speed difference in the profession's knowledge updates.
8. The determination of the maximum number of waivable credits for graduate students shall be left to the discretion of individual departments (graduate institutes, special programs, or degree programs), but all graduate students must take at least one credit of any graduate course at NCU.

Article 3-1

After a student waives any NCU credits with the credits earned from taking a continuing education credit program, his or her study at NCU must not be shorter than one half of the stipulated study period of his or her undergraduate/postgraduate study at NCU, and neither must it be shorter than one year. The number of credits the student takes at NCU must not be smaller than one-half of the number of credits required for graduation at

NCU.

If a student applies for waiving credits with the credits he or she earned from taking a continuing education credit program through distance learning, and the number of his or her waived credits exceeds one-third of the number of credits required for graduation stipulated by his or her department/institution, then NCU shall make a list of this kind of student, and the list shall be submitted to the Ministry of Education as a future reference.

Article 4

The types of courses that can be waived are as follows:

1. required courses (including common courses);
2. elective courses;
3. undergraduate minor or minor-program courses;
4. undergraduate double-major courses;
5. program courses.

Article 5

Course credit waivers are applicable under the following conditions:

1. The course has the same title, content, and credit hours.
2. 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 coping with waivers for courses with divergent credit hours are as follows:

1. The number of credits of a course taken exceeds that of a course being waived: The smaller number of credits shall be registered as the number of credits waived.
2. The number of credits of a course taken is smaller than that of a course being waived: If the discrepancy between the numbers of the credits cannot be complemented by taking a part of a course of the same nature, no waiver shall be granted. However, if the discrepancy can be complemented by taking a part of a course of the same nature, the determination of the course of the same nature for a student to take shall be left to the discretion of the relevant department (graduate institute, special program, or degree program).
3. The course being waived is a zero-credit course: The number of credits waived shall be zero.

Article 7

The time frames for credit waiver applications are as follows:

1. Newly admitted students (including transfer students) who wish to apply for a credit waiver shall apply before the deadline specified on the academic calendar in their first or second semester since their enrollment at NCU.
2. Current students who wish to apply for a credit waiver shall apply before the deadline specified on the academic calendar in the semester next to the one in which they earn the credits they wish to waive.
3. Students transferring from other departments (graduate institutes, departmental divisions, special programs, or degree programs) who wish to apply for a credit waiver shall apply before the deadline specified on the academic calendar during their first or second semester since their transfer.
4. Students pursuing a dual degree shall apply during the period specified in the [Agreement on Joint Collaboration in Setting up Dual-Degree Programs](#).

Article 8

The first review of an application for a credit waiver shall be conducted by an applicant's department (graduate institute, special program, or degree program). If the above-mentioned units approve the application, then the second review of the application shall be conducted by the units that have offered the course credits the applicant wishes to waive. The final review of the application shall be conducted by the Office of Academic Affairs. Once the application is approved by all the above-mentioned units, the applicant shall not apply for withdrawing the application or altering the content of the application.

Students who are granted a credit waiver must still meet the requirement that the number of credits they earn in each semester shall not be smaller than the minimum number of credits required in each semester.

Each department (graduate institute, special program, or degree program) or each unit that has offered the course credits an applicant wishes to waive may decide that the credits shall not or cannot be waived for any particular reasons related to the course.

If each department (graduate institute, special program, or degree program) or each unit that has offered the course credits an applicant wishes to waive deems necessary when reviewing his or her application for a credit waiver, it may inform the applicant that he or she shall receive an exam. If the applicant passes the exam, his or her application for a credit waiver shall be granted.

Article 9

The titles and the numbers of credits of the waived courses will be recorded on a student's transcript. Grades obtained from these courses will not be counted in the student's average grade of a semester or average grade of graduation, and the grading fields of those courses will simply be marked "waived."

Article 9-1

According to National Central University Study Regulations, a student who is allowed by NCU to have double registration at two different universities must abide by the following rules:

1. The credits required for graduation at different universities shall be separately calculated and admitted. The credits earned at one university cannot be used to waive those earned at the other one.
2. The credits earned by the student at one university cannot be waived and included in the number of credits required for graduation at the other university.

Article 10

Each department (graduate institute, special program, or degree program) shall formulate its own credit waiver guidelines, which shall be implemented upon appraisal and ratification by the Academic Affairs Committee. If any department (graduate institute, special program, or degree program) has any credit waiver regulations more stringent than those stipulated in these guidelines, the former shall prevail. Matters not covered in any credit waiver regulations shall be processed in accordance with these Guidelines.

Article 11

These Guidelines shall be implemented upon approval by the Academic Affairs Committee. The same procedure applies to any amendment to these Guidelines.