

Procedures for Students Changing Departments, Divisions, or Programs
at National Central University

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Article 1 The Regulations for Students Changing Departments, Divisions, or Programs at National Central University (hereinafter referred to as the Regulations) are stipulated per Article 24 of the University Act and Article 35 of the National Central University Study Regulations to deal with matters related to changing departments, institutes, divisions, or programs at National Central University (NCU).

The programs specified in the Regulations refer to degree programs; the divisions specified in the Regulations refer to the academic divisions approved by the Ministry of Education (hereinafter referred to as the MOE).

Article 2 Undergraduates may apply for a change of department, division, or program by the beginning of their second academic year. Those undergraduates who make the application by the beginning of their fourth academic year may transfer to the senior class of a department, division, or program whose nature is similar to the one in which they are currently enrolled, or to the sophomore or junior class of a department, division, or program whose nature is different from the one in which they are currently enrolled.

Graduate students who wish to apply for a change of department, institute, division, or program must do so by the beginning of their second year of graduate study. The rules and regulations governing application procedures and class placement shall be determined by the individual departments and

graduate institutes.

Doctoral students who participate in the MOE Industry-Academia Cooperative PhD Project should apply for transferring to the class or division relating to the project by the beginning of their second semester since they have gained admittance to a doctoral program at NCU.

Article 3

Students cannot apply for transferring to a program that confers a different level of an academic degree.

Any student in one of the following conditions cannot apply for a change of department, institute, division, or program:

- (1) an undergraduate student who has not completed his or her first academic year and a graduate student who has not completed his or her first semester;
- (2) an undergraduate student who is currently in his or her fourth year;
- (3) a student who is in a period of voluntary suspension from school;
- (4) a remote-island student who was admitted to NCU following the Regulations for Admitting Remote-island Students into Senior High Schools and Above Through Recommendation Admission; however, under special circumstances, the application of a remote-island student can be made an exception if the application is approved by his or her remote island's local government and if the student has obtained relevant documentation of the local government's approval;
- (5) a student admitted through the channel of the National Defense Undergraduate Program.

Students mentioned in Subparagraphs 1 and 2 of the previous Paragraph can be made exceptions if their cases are under special circumstances and thus the special cases are approved at the academic affairs meeting.

Article 4

Students who wish to file for a change of department, institute, division, or program shall do so in accordance with the timetable set forth in NCU's academic calendar; no late applications will be accepted. Students cannot withdraw an application or make a change to it once the deadline passes.

Article 5

The number of undergraduate transfer students permitted to enroll in a particular department, division, or program cannot exceed 20 percent of the

total number of students permitted to be enrolled in that department, division, or program; nor can it be allowed to exceed 20 percent of the number of freshmen admitted into that department, division, or program.

The number of graduate students allowed to transfer to a department, institute, division, or program is to be decided by the respective departments, institutes, or programs of study.

Article 6

Students applying for a change of department, division, or program must obtain their parent or legal guardian's signature on their application forms before submitting the forms along with their official transcripts to the departments, institutes, or programs of study that they intend to transfer from and to as well as the Office of Academic Affairs for a stamp of approval. Once they have obtained a stamp of approval from both departments, institutes, programs of study, and the Office of Academic Affairs, they may formally submit their application forms and required documents to the department, institute, and program that they seek to transfer to for initial review. The results of the initial review will be compiled by the department, institute, or program that organizes the initial review and then submitted to the vice president of academic affairs for the final decision.

Article 7

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Article 8

Undergraduate students who wish to apply for a change of department, division, or program must meet the criteria for transferring to the specific department, division, or program as set forth in the *General Handbook of University Regulations and Academic Guidelines* in effect at the time the application is filed.

Any department, division, or program that has received an application from a graduate student wishing to transfer to the unit shall convene a meeting to review the application to determine whether the applicant qualifies for the transfer according to the various criteria set forth by the specific department, division, or program regarding class placement, qualifying exams, thesis requirements, and credit waivers. The results of the review as well as the minutes of the meeting should be submitted to the vice president of academic affairs for the final decision.

Students can apply no more than one department, division, or program for a change of department, division, or program. If any students violate this regulation, their applications will be canceled. If any students violate this regulation after their application for a change of department, division, or program has been approved, their qualification for the transfer will be revoked.

Article 9

Students who have gained approval to change their department, division, or program cannot file for a change in or withdrawal of their application. They must fulfill the graduation requirements set forth by the department, division, or program to which they have transferred before being permitted to graduate.

Credits obtained from courses taken at the student's previous department, division, or program can be waived. Students have to obtain the approval of the head of the department, division, or program that they have transferred to for their applications for credit waivers, and the applications should be submitted to the Office of Academic Affairs for review.

Article 10

Each department, division, or program may establish its own criteria for reviewing applications for a change of department, division, or program, and the criteria should be submitted to the Office of Academic Affairs for review. If the criteria adopt students' ranking in their previous department, division, or program, the ranking should not be limited to the top 50%. Each department, division, or program should draw up a list of candidates it permits to admit per the criteria that it has established. The list should be submitted to the Office of Academic Affairs for compilation, and the compilation should be submitted to the vice president of academic affairs for verification. If any written exams are required as part of the criteria, the exam subjects and exam dates should be regulated by the individual departments, divisions, or programs that students are transferring to.

Article 11

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Article 12

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