

Acceptance Criteria for Students Applying for a Change of Major at National Central University

Revised and approved at the Academic Affairs Committee Meeting on June 17, 2009

Department	Acceptance Criteria
Department of Chinese Literature	<ol style="list-style-type: none"> 1. Students applying for a change of major to the Department of Chinese Literature will be assessed through an eligibility review, a written exam, and an oral exam; the relative weight each component has in the calculation of the applicant's total score shall be decided by the departmental review committee. 2. The written exam will be a language proficiency test; the oral exam shall be conducted by three departmental instructors. The scores for the written and oral components of the assessment shall account for respectively 60 and 40 percent of the applicant's total score; all applicants are expected to earn a minimum of 70 points on both the written and oral exams. 3. All applicants are required to have completed both semesters of Freshman Chinese. 4. Applicants are also required to have completed at least two-thirds of the courses in the department in which they are currently enrolled. 5. The applications of students who have received a major demerit or 2 or more minor demerits during their course of study at the University shall not be considered.
Department of English	<ol style="list-style-type: none"> 1. Students applying for a change of major to the Department of English are required to submit the following: <ol style="list-style-type: none"> (1) a personal statement explaining their reasons for transferring and a self-assessment of their aptitude for succeeding in their new area of interest; (2) a copy of their official transcript; (3) 1-2 writing samples in English; and of the entrance exam. 2. Applicants who pass the initial review shall be eligible to take the written and oral components of the entrance exam. 3. Note: <ol style="list-style-type: none"> (1) Freshman applying for a transfer into this program must attach official copies of their scores for both the College Subject Examination and the Joint College Entrance Examination. (2) Sophomores applying for a transfer into this program are required to have taken and passed at least one course offered by the Department of English.

Department	Acceptance Criteria
Department of French Language and Literature	<p>一、須修習大一國文、英文上下學期，且所修成績無不及格，各科兩學期平均均各達七十分。</p> <p>二、有法文學習背景者為優先考慮，需提出法文學習證明文件。</p> <p>三、轉入三年級學生需至少曾修習 8 學分法文課程。</p> <p>四、繳交本校及本系轉系申請表各一份。</p> <p>五、面試通過。</p> <p>Students applying for a change of major to the Department of French Language and Literature are required to have:</p> <ol style="list-style-type: none"> 1. completed both semesters of Freshman Chinese and Freshman English with an average grade of 70 or above in both course sequences; 2. Applicants who have French learning experience would be preferred by the Department. Documents proving such experience are required. 3. Juniors applying for this program need to take at least 8 credits on the courses related to French language and literature. 4. submitted a copy of the university's change of major application form along with a copy of the department's change of major application form; and passed the oral exam
Department of Mathematics	<p>Students applying for a change of major to the Department of Mathematics must meet the following criteria:</p> <ol style="list-style-type: none"> 1. Sophomores applying for a transfer into this program are required to have completed two semesters of Calculus with a minimum grade of 80. 2. Juniors applying for a transfer into this program are required to have completed Calculus with a minimum grade of 80 and to have a semester grade of 70 or above in each of the mathematics courses they have taken or (in lieu of a passing score) present a letter of recommendation from the responsible instructor.
Department of Physics	<ol style="list-style-type: none"> 1. Sophomores applying for a transfer into this program are required to have completed one semester of General Physics and two semesters of Calculus or their equivalent. 2. Juniors applying for a transfer into this program are required to have also completed Electromagnetics, Mechanics, and Applied Mathematics or Engineering Mathematics.
Department of Chemistry	<ol style="list-style-type: none"> 1. Sophomores applying for a transfer into this program are required to have completed: <ol style="list-style-type: none"> (1) two semesters of General Physics and a Calculus-related course with a minimum grade of 65 for each of these courses; and (2) at least one semester of General Chemistry (with lab) with a minimum grade of 75. 2. No applications from students at the junior-level shall be accepted.

Department	Acceptance Criteria
Department of Optics and Photonics	<p>1. Admissions Applicability and Quota:</p> <p>(1) Applications shall be restricted to students applying at the sophomore and junior level.</p> <p>(2) The number of students permitted to transfer to the department shall be subject to the relevant rules and regulations of the University.</p> <p>2. Students applying for a change of major to the Department of Optics and Photonics are required to have:</p> <p>(1) students applying for a transfer to sophomore program need to completed at least one semester of General Physics and Calculus with a semester grade of 70 or more in both of these courses (applicants need not include their G.P.A. for the semester in which they are applying for a change of major);</p> <p>(2) students applying for a transfer to junior program should both fulfill the requirements aforementioned and complete at least one semester of Electromagnetics, Electronics or Electric Circuits and Engineering Mathematics or equivalent subjects with a semester grade of 70 or more (applicants need not include their G.P.A. for the semester in which they are applying for a change of major) or the applicants will be transferred to sophomore program.</p> <p>(3) earned a grade point average of 70 scores of above each semester (applicants need not include their G.P.A. for the semester in which they are applying for a change of major); and</p> <p>(4) earned a grade point average that ranks them in the top 30 percent of their class for each semester they have been enrolled (applicants need not include their G.P.A. for the semester in which they are applying for a change of major).</p> <p>3. Admission Criteria:</p> <p>(1) Semester class ranking shall account for 50 percent of the applicant's total score (for applicants who have been studying in the University for more than one semester, the average of class rankings for all the semesters they have been enrolled shall be used instead); class ranking shall be calculated using the following formula:</p> $\text{Score} = 50 \times \frac{(\text{Number of students in the class}) - (\text{ranking}) + 1}{\text{Number of students in the class}}$ <p>The score for the initial review shall account for 50 percent of the applicant's total score; this shall be the average of the individual scores given by the admissions committee members, who will base their score on a review of the student's application materials, which should include an official transcript and other supporting material. Admissions committee members are advised to keep their scores within the 60-90 point range. Those who give an applicant a score lower than 60 or higher than 90 are</p>

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	<p>requested to submit a statement explaining their reason for doing so. In such cases, the applicant's total score shall be cited by the departmental admissions committee.</p> <p>4. The departmental admission committee will decide whether a junior applicant should transfer to sophomore program on account of the student's documents of application.</p>
Department of Life Sciences	<p>Students applying for a change of major to the Department of Life and Science are required:</p> <p>(1) to have earned a passing grade (including their G.P.A. for the semester in which they are applying for a change of major) in every course they have taken and been approved by the departmental review committee; and</p> <p>(2) be willing to make up all courses required of majors in the Department of Life Sciences.</p>
Department of Chemical and Materials Engineering	<p>Sophomores applying for a transfer into this program are required to have earned a semester grade of 75 or more in General Physics, Calculus, and General Chemistry and passed all the subjects taken.</p>
Department of Civil Engineering	<p>The specific acceptance criteria for transfer to this department shall be left to the discretion of the admissions committee, which will base their admissions decision on an evaluation of the applicant's academic performance and other supporting materials.</p>
Department of Mechanical Engineering	<p>1. Sophomores applying for a transfer into this program are required to have:</p> <p>(1) earned a semester grade of 70 or more in Physics and Calculus (if the required courses of applicants' original departments take one semester, only the grade of the semester will be considered; if take a full school year, both the grades of the two semesters will be considered); and</p> <p>(2) never received a major demerit or 3 or more minor demerits during their course of study at the University.</p> <p>2. Juniors or seniors applying for a transfer into this program are required to have:</p> <p>(1) not failed two or more courses; and</p> <p>(2) passed all the mathematics, physics and chemistry-related courses they have taken during the past two academic years (for a list of these courses, see Addendum II).</p> <p>3. Juniors applying for a transfer into this program are required to have:</p> <p>(1) not failed more than one course; and</p> <p>(2) earned a semester grade of 70 or more in all the mathematics, physics and chemistry-related courses they have taken during the past two academic years (for a list of these courses, see Addendum II).</p> <p>4. The criteria for the change of interdepartmental tracks are as follows:</p>

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	<p>(1) Students entering their sophomore year are required to have earned a semester grade of 70 or more in Calculus and General Physics.</p> <p>(2) Students entering their junior year must meet the following criteria:</p> <ul style="list-style-type: none"> i. Those transferring to the Opto-Mechatronics track are required to have earned a semester grade of 70 or more in Engineering Mathematics and Electrical Circuits & Electronics. ii. Those transferring to the Advanced Materials and Precision Manufacturing track are required to have earned a semester grade of 70 or more in Statics & Mechanics of Materials and Materials Science. iii. Those changing to the Design and Analysis track are required to have earned a semester grade of 70 or more in Thermodynamics and Dynamics.
<p>Department of Business Administration</p>	<ol style="list-style-type: none"> 1. Students applying for a change of major to the Department of Business Administration shall be evaluated on the basis of an eligibility review and an oral exam; the relative weight each component has in the calculation of the applicant's total score shall be decided by the departmental review committee. 2. Students who have failed any course that is identical to any of the departmental required courses shall not have their applications considered. 3. Students are required to have earned a grade point average that ranks them in the top 20 percent of their class each semester they have been enrolled (applicants need not include their G.P.A. for the semester in which they are applying for a change of major). 4. Applicants are required to submit a copy of their official transcript and conduct record, a personal statement, which should include a description of their character and reasons for transferring, a study plan in the event their graduation is delayed by the transfer, along with two letters of recommendation and a list of courses they plan on taking after being accepted into the program.
<p>Department of Information Management</p>	<ol style="list-style-type: none"> 1. Students applying for a change of major to the Department of Information Management shall be evaluated on the basis of their academic performance and an eligibility review; the relative weight each component has in the determination of the applicant's total score shall be calculated using the formula in Article 4 of this Acceptance Criteria. 2. Applications shall be restricted to students at the sophomore level; the number of students accepted shall be subject to the rules and regulations of the University. 3. Students applying for a change of major to the Department of Information Management are required to have:

Department	Acceptance Criteria
	<p>(1) completed Introduction to Computer Science and English; and</p> <p>(2) earned a grade point average that ranks them in the top 20 percent of their class for each semester they have been enrolled (applicants are not required to indicate their G.P.A.);</p> <p>4. Admissions Criteria:</p> <p>(1) The class ranking for the academic year in question shall account for 60 percent of the applicant's total score, which is to be calculated using the following formula:</p> $\text{Total score} = 60 \times \frac{(\text{Number of students in the class}) - (\text{ranking}) + 1}{\text{Number of students in the class}}$ <p>(2) The initial review shall account for 40 percent of the applicant's total score; the score for this portion of the evaluation shall be the average of the individual scores given by the members of the admissions committee, who shall base their score on a review of the applicant's transcripts and other supporting material.</p> <p>5. Applicants are required to submit a copy of their official transcript and conduct record, a personal statement of their character and reasons for transferring, a description of their future plans, along with two references from students' advisor and the chair of the department.</p> <p>6. All applications for a change of major shall be sent to the University's Change of Major Review Committee once the calculation of the applicant's final scores has been completed and reviewed by the admissions committee. The list of students accepted shall be announced by the Office of Academic Affairs.</p>
Department of Economics	<p>1. Students applying for a change of major to the Department of Economics shall be evaluated on the basis of an eligibility review and an oral exam; the relative weight each component has in the calculation of the applicant's total score shall be decided by the admissions committee.</p> <p>2. The applications of students who have received a major or minor demerit during their course of study at the University shall not be considered.</p> <p>Applicants are required to submit a copy of their official transcript and conduct record, a personal statement, which should include a description of their character, their reasons for transferring and future plans, along with a study plan in the event their graduation is delayed by the transfer, and two letters of recommendation from instructors at the University.</p>
Department of Finance	<p>1. Students applying for a change of major to the Department of Finance will be assessed through an eligibility review and an oral test, each of which shall account for 50 percent of the applicant's total score.</p> <p>2. Applicants are required to submit a copy of their official transcript and</p>

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	<p>conduct record, a personal statement, which should include a description of their character, their reasons for transferring and future plans, along with a study plan in the event their graduation is delayed by the transfer, and two letters of recommendation from instructors at the University.</p> <p>3. Applicants are required to have earned a grade point average that ranks them in the top 30 percent of the students in their class for each semester they have been enrolled (applicants need not include their G.P.A. for the semester in which they are applying for a change of major).</p>
Department of Electrical Engineering	<p>1. Admissions Applicability and Quota:</p> <p>(1) Applications shall be restricted to students applying at the sophomore level.</p> <p>(2) The number of students permitted to transfer to the department shall be subject to the relevant rules and regulations of the University.</p> <p>2. Students applying for a change of major to the Department of Electrical Engineering are required to have:</p> <p>(1) completed General Physics and Calculus; and</p> <p>(2) earned a grade point average that ranks them in the top 30 percent of their class for each semester they have been enrolled.</p> <p>3. Admissions Criteria:</p> <p>(1) Class ranking (the semester in which students are applying for a change of major can be excluded) shall account for 60 percent of the applicant's total score:</p> <p>The formula for determining this score is:</p> $\text{Total score} = 60 \times \frac{(\text{Number of students in the class}) - (\text{ranking}) + 1}{\text{Number of students in the class}}$ <p>(2) The score for the initial review shall account for 40 percent of the applicant's total score; this shall be the average of the individual scores given by the admissions committee members, who will base their score on a review of the student's application materials, which should include an official transcript and other supporting material. Admissions committee members are advised to keep their scores within the 60-90 point range. Those who give an applicant a score lower than 60 or higher than 90 are requested to submit a statement explaining their reason for doing so. In such cases, the applicant's total score shall be decided by the departmental admissions committee.</p> <p>4. Announcement of the Admissions Results: all applications for a change of major shall be forwarded to the University's Change of Major Review once the calculation of the applicants' total scores has been completed and reviewed by the departmental admissions committee. The list of the final qualifiers shall be announced by the Office of Academic Affairs.</p>

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<p style="text-align: center;">Department of Computer Science and Information Engineering</p>	<p>1. Applications for a change of major to this program shall be restricted to students at the sophomore level.</p> <p>2. Students applying for a change of major to the Department of Computer Science and Information Engineering are required to have completed Introduction to Computer Science, Calculus, and General Chemistry (with lab).</p> <p>3. Students may choose either of the following measures as the basis for calculating their academic performance:</p> <p>(1) Their class ranking for that academic year; this shall account for 50 percent of the total score and be calculated using the following formula:</p> $\text{Scores} = 50 \times \frac{(\text{Number of students in the class}) - (\text{ranking}) + 1}{\text{Number of students in the class}}$ <p>(2) The score they receive from the initial review shall account for 50 percent of the total score (procedures governing this review shall be established separately).</p> <p>(2) Students from any departments or colleges and who rank in the top 10 percent of their class that academic year may file a change of major application directly to the department; which shall make a decision on the application at a meeting of the departmental academic committee. (This does not apply to students applying for a transfer to a lower academic level.)</p>
<p style="text-align: center;">Department of Communication Engineering</p>	<p>1. Admissions Applicability and Quota:</p> <p>(1) Applications shall be restricted to students applying at the sophomore level:</p> <p>(2) The admissions quota shall be subject to the relevant rules and regulations of the University.</p> <p>2. Students applying for a change of major to the Department of Communication Engineering are required to have completed and passed at least one semester of Introduction to Computer Science, General Physics, and Calculus.</p> <p>3. Acceptance Criteria:</p> <p>Semester class ranking shall account for 50 percent of the applicant's total score, which shall be calculated using the following formula:</p> $\text{Total score} = 50 \times \frac{(\text{Number of students in the class}) - (\text{ranking}) + 1}{\text{Number of students in the class}}$ <p>(1) An initial review shall account for 50 percent of the applicant's total score. Students are required to submit an autobiographical statement, which should include an explanation of their reasons for transferring.</p>

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Department of Atmospheric Sciences	<p>1. Sophomores applying for a transfer into this program must meet the following criteria:</p> <p>(1) They must have completed two semesters of both General Physics and Calculus.</p> <p>(2) Applicants who have not taken General Physics and Calculus are required to submit the grade of mathematics in the entrance examination.</p> <p>(3) In addition, applications for a change of major must be approved at a meeting of the departmental affairs committee.</p> <p>2. Juniors applying for a transfer into this program are also required to have completed Applied Mathematics or Engineering Mathematics.</p>
Department of Earth Sciences	<p>1. Students applying for a transfer into sophomore program of the Department of Earth Science are required to have completed two semesters of both General Physics and Calculus with a semester grades of 70 or more.</p> <p>2. In addition to aforementioned criteria, students applying for a transfer to senior program need to complete two semesters of Geology with a semester grade of 70 and more.</p>

Addendum I: Individual departments may include the student's conduct grade among the acceptance criteria.

Addendum II: The following table lists the specific mathematics, physics and chemistry courses required of all students applying for entry into the Department of Mechanical Engineering

Department of Mathematics	General Physics, Algebra, Calculus, Advanced Calculus, and Differential Equations.
Department of Physics	Mechanics, Applied Mathematics, General Physics, and Calculus.
Department of Atmospheric Sciences	General Physics, Calculus, Mechanics, Applied Mathematics, Fluid Mechanics, and Thermodynamics.
Department of Earth Sciences	General Physics, Calculus, Mechanics, Thermodynamics, and Applied Mathematics.
Department of Civil Engineering	General Physics, Calculus, Applied Mechanics, Fluid Mechanics, Engineering Mathematics, and Mechanics of Materials.

Department of Chemical and Materials Engineering	General Physics, Calculus, Engineering Mathematics, and Physical Chemistry.
Department of Electrical	General Physics, Calculus, and Engineering Mathematics.
All departments at the School of Management Engineering	General Physics, Calculus, and Engineering Mathematics