

# Guidelines for Students Studying in Non-degree Conferring Programs at National Central University

Approved by a meeting of the Academic Affairs Committee on August 24, 1999

Amended and approved by a meeting of the Academic Affairs Committee on June 27, 2000

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- Article 1 In the interest of making the best use of the University's educational resources and of increasing its student's knowledge and job competitiveness, and preparing them to respond to today's rapidly changing job market, a variety of professional non-degree conferring programs are to be established.
- Article 2 Each non-degree conferring program may determine the application requirements and qualifications of its respective programs and made them known to the public.
- Article 3 Undergraduates may apply for entry into a non-degree conferring program beginning with their second academic year until the first semester of their last academic year (not including study period extensions); graduate students may apply to from the beginning of their first year in graduate school.
- Article 4 Students applying for entry into a non-degree conferring program should do so within the application period specified in the University academic calendar, by filing an application with their department, graduate institute, special program or degree program; the applications of those found eligible to enrol into a non-degree conferring program and who have subsequently obtained the consent of their respective department, institute or program head shall be sent to the Dean of Academic Affairs for approval.
- Article 5 The determination of the required courses and credit hours for each non-degree conferring programs shall comply with the regulations governing non-degree conferring programs as set forth in the *General Handbook of University Regulations and Academic Guidelines* in effect at the time the application is filed.
- Article 6 Those who have fulfilled the course and credit requirements for any non-degree conferring program stipulated in the guidelines studying that program and also received a passing grade in the courses taken shall have the name of the non-degree conferring program and the number of credit hours earned clearly indicated on their transcript and shall also be awarded a non-degree conferring program certificate.
- The threshold for a passing grade in a non-degree conferring program shall be 70 for graduate students and 60 for undergraduates.
- Article 7 The calculation of the credit hours and grades of students in non-degree conferring programs shall be conducted in accordance with the University's *Study Regulations*. The decision as to whether the credits shall be included in the calculation of the student's graduation credits shall be left to the individual departments, institutes, special- and degree programs.
- Article 8 Students may not use enrolment in a non-degree conferring program as a reason to apply for an extension of their study period.

Article 9 Students who wish to discontinue studying in a non-degree conferring program should file a petition with the Office of Academic Affairs to relinquish their eligibility.

Students who withdraw from a non-degree conferring program may not withdraw from any class they have enrolled in after the add-drop deadline ends.

The decision as to whether credits earned from courses taken in non-degree conferring programs shall be regarded as elective credits shall be left to the individual departments, institutes, special- and degree programs.

Article 10 Matters not covered by these guidelines shall be conducted in accordance with the University's *Study Regulations* and other relevant rules and regulations.

Article 11 These guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.