

## **Course Credit Waiver Guidelines for Graduate Students in the Department of Civil Engineering at National Central University**

Approved at the Departmental Affairs Committee Meeting on October 24, 2000  
Appraised and ratified at the Academic Affairs Committee Meeting on January 16, 2001  
Approved at the Departmental Affairs Committee Meeting on October 01, 2002  
Appraised and ratified at the Academic Affairs Committee Meeting on October 08, 2002

- 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 the course selection deadline 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 studied at a university prior to their admission into the University.
  - II. Have taken and passed any graduate courses prior to their admission into the graduate program of the Department.
  - III. Are transfer students from other graduate departments within the University.
- Article 4 Students who have taken courses offered by the graduate program in the Department and have passed such courses with a grade of no less than 70 points may apply for a course credit waiver. If the waiver is for courses taken from the Department, 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 Department shall decide whether the waiver shall be determined on the basis of an exam or a review of the relevant documents. Master's students may waive up to 18 course credit hours; students enrolled in the professional-development program may waive up to 12 course credit hours; doctoral students may waive up to nine credit hours. Students may not waive doctoral-level courses with courses that have previously been counted toward the student's minimum graduation requirements for the master's degree.
- Article 5 Students who have earned credits hours from courses taken within three years of their admission into the Department may apply for a course credit waiver. In the case of doctoral students, applications for course credit waivers must be reviewed and approved at a meeting of the student's advisory committee and graduate program committee.
- 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 Articles 4, 5 and 6 of 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 Departmental Affairs Committee and appraisal and ratification by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.