

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

Appraised and ratified at the Academic Affairs Committee Meeting on June 21, 2001  
Revised and approved at the Departmental Affairs Committee Meeting on January 13, 2003  
Revised and approved at the Departmental Affairs Committee Meeting on June 17, 2003  
Revised and approved at the Departmental Affairs Committee Meeting on October 03, 2006  
Revised and approved at the Academic Affairs Committee Meeting on January 19, 2007

- Article 1 These guidelines are provided in accordance with the *National Central University Credit Waiver Guidelines*.
- Article 2 Students who have taken and passed graduate courses with a grade of no less than 70 points may apply to the Graduate Students Affairs Committee for a course credit waiver; in such cases, applications for course credit waivers are restricted to courses which have not previously been counted toward the student's minimum graduation requirements for a degree.
- Article 3 Students who wish to apply for a course credit waiver should do so within the stipulated deadline of their first semester at the University; no students may apply for a waiver more than once. Courses that the graduate program in the Department has offered in the past four years can be waived with courses the students have taken within four year of their admission into the Department. Grades earned from waived courses may not be included in the calculation of a student's semester grade point average.
- Article 4 Master's students may waive up to 12 course credit hours, but those who have obtained permission to enroll in the five-year double degree program may waive up to 21 course credit hours. For doctoral students, the maximum number of course credit hours that can be waived is nine.
- Article 5 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 National Central University or at other universities, the waiver shall be subject to review by the Graduate Student Affairs Committee.
- Article 6 The number of course credit hours that can waived for courses taken in graduate programs at other institutions may not exceed one-third of the credit hours required by the Department for graduation.
- Article 7 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.