

Course Credit Waiver Guidelines for Master's Students in the Department of English at National Central University

Approved at the 2nd Departmental Affairs Committee Meeting on October 07, 1994
Appraised and ratified at the Academic Affairs Committee Meeting on March 16, 1995
Revised and approved at the 5th Departmental Affairs Committee Meeting on January 11, 2001
Appraised and ratified at the Academic Affairs Committee Meeting on January 16, 2001
Approved at the 3rd Departmental Affairs Committee Meeting on March 05, 2002
Appraised and ratified at the Academic Affairs Committee Meeting on March 12, 2002

- Article 1 These guidelines have been provided in accordance with the *National Central University Credit Waiver Guidelines*.
- Article 2 Students applying 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 taken graduate courses offered by this graduate department prior to their admission into the M.A. program.
 - II. Have taken graduate courses offered by other graduate departments prior to their admission into the M.A. program.
 - III. Are transfer students from other graduate departments at NCU.
- Article 4 Applications for course credit waivers are restricted to graduate courses the student has taken within five years of the application and passed with a grade of no less than 70 points. If the course was one offered by this department, the full credit hours shall be granted upon confirmation. If the course was one offered by another university or graduate program, the graduate department shall decide whether the waiver shall be determined on the basis of an examination or a review of the relevant documents; a maximum of 12 credit hours can be waived.
- Article 5 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 6 Grades earned from waived courses may not be included in the calculation of semester or graduation grade point averages.
- Article 7 Credits earned from courses offered by a foreign graduate institute accredited by the Ministry of Education may be waived in accordance with the relevant stipulations in these guidelines.
- Article 8 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.