

Guidelines Governing Course Credit Waivers and Make-up Courses for Students in the Graduate Institute of History at National Central University

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- Article 1 Rules governing the waiving of second-language requirements (applicable to master's students only):
- (1) Students who have taken four course credit hours of a second-language course with a grade of no less than 70 points are exempt from taking further second-language courses once they have confirmed that fact by submitting a copy of their official transcript and by obtaining the approval of the head of the Graduate Institute of History [hereafter referred to as "the Institute"];
 - (2) Any course credit hours for second-language courses taken in a college extension education program may not be waived;
 - (3) Students applying for a waiver on the basis of a professed proficiency in a second language are required to take a proficiency test arranged by the Institute; those who fail the test are required to take second-language courses.
- Article 2 Rules governing the Methodology of History course requirement (applicable to master's students and students enrolled in professional-development programs):
- (1) Students holding a bachelor's degree in history or a history-related field are exempt from taking this course;
 - (2) Any student who has not taken a course on the methodology of history is required to take the Institute's Methodology of History course;
 - (3) Students who do not possess a bachelor's degree in history or a history-related field but have taken a course on the methodology of history may submit a copy of their official transcript to the head of the Institute, who, upon review of the transcript and subsequent consultation with the instructor responsible for teaching Methodology of History, will decide whether the waiver shall be granted.
- Article 3 Rules governing the waiving of other relevant courses (applicable to master's students and students enrolled in professional-development programs):
- (1) Students who have taken relevant courses offered by the Institute or other graduate institutes in history (including professional-development programs) may apply for a waiver of course credit hours; the maximum number of course credit hours that can be waived is eight; all waivers must be reviewed at a general meeting of the Institute faculty;
 - (2) Grades earned from waived courses may not be included in the calculation of the

student's semester and graduation grade point averages.

Article 4 Students who wish to apply for a waiver of course credit or of make-up courses should do so during their first semester at the University.

Article 5 The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Institutional Affairs Committee and appraisal and ratification by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.