

Procedures for Students Changing Majors, Departments, Tracks or Programs of Study at National Central University

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- Article 1 These procedures are provided in accordance with Article 28 of the *University Act* and Article 35 of the University's *Study Regulations* for processing matters relating to students' applications for a change of majors, departments, tracks or programs of study. The programs of study specified in these procedures refer to degree-conferring programs. The aforementioned majors, departments, tracks, or programs of study are limited to those that have been approved by the Ministry of Education.
- Article 2 Freshman undergraduates who have completed their first year may apply for a change of major, department, track or program of study provided they do so prior to the beginning of their second academic year; those who have completed their sophomore year and are transferring into a department, track or program of study that is similar in nature to the one in which they are currently enrolled shall be placed at the junior level provided they apply prior to the beginning of their junior year; those transferring into a department, track or program of study that is substantially different from the one in which they are currently enrolled shall be placed at the sophomore level; those who have completed their junior year and are transferring into a department, track or program of study that is similar in nature to the one in which they are currently enrolled shall be placed at the senior level provided they apply prior to the beginning of their senior year; those transferring into a department, track or program of study that is substantially different from the one in which they are currently enrolled shall be placed at the junior level.
- Graduate students who wish to apply for a change of major, department, track or program of study must do so prior to the beginning of their second year of graduate study. The rules and regulations governing application procedures and grade-placement shall be determined by the individual departments and graduate institutes.
- Article 3 Any student determined to be in one of the following circumstances may not apply for a change of major, department, track or program of study:
- i) has not completed two complete semesters;
 - ii) is currently a fourth-year undergraduate student;
 - iii) has withdrawn from the University;
 - iv) was admitted to the University through the recommendation channel but has not been granted an express exemption from the provisions in this article by a meeting of the Academic Affairs Committee.
- Article 4 Students who wish to file for a change of major, department, track or program of study

shall do so in accordance with the time-table set forth in the University's academic calendar; no late applications will be accepted. Students may not withdraw an application or make a change in it once the deadline is over.

Article 5 The number of undergraduate transfer students permitted to enroll in a particular department, track or program of study may not exceed 20 percent of the total number of students permitted to be enrolled in that department, track or program of study; nor must it be allowed to exceed 20 percent of the number of freshmen students admitted into that department, track or program of study.

The number of graduate students allowed to be transferred into a department, track or program of study is to be decided by the respective departments or programs of study.

Article 6 Students applying for a change of major, department, track or program of study must obtain the signature of a parent or legal guardian before presenting their application forms and official transcripts to their current department, the department into which they seek entry as well as the Office of Academic Affairs for a stamp of approval. Once they have obtained a stamp of approval from both departments and the OAA, they may then formally submit their application forms and required documents to the department they seek entry for initial review.

Article 7 The processing of student applications for a change of major, department, track or program of study is carried out in two phases, initial review and secondary review. The initial review shall be conducted by a committee formed by the relevant departments, tracks or programs of study; the secondary review shall be conducted by a review committee consisting of the deans of the relevant colleges as well as the heads of the relevant departments, tracks or programs of study and be convened by the dean of the Office of Academic Affairs.

Article 8 Undergraduate students who wish to apply for a change of major, department, track or program of study must meet the criteria established by the specific major, department, track or program of study into which they wish to transfer as set forth in the *General Handbook of University Regulations and Academic Guidelines* in effect at the time the application is filed.

Any major, department, track or program of study which has received an application from a graduate student wishing to transfer shall convene a meeting to review the applications to determine whether the applicant qualifies for the transfer according to the various criteria set forth by the specific major, department, track or program of study in regard to grade placement, qualifying exams, thesis requirements and credit waivers. The results of the review as well as the minutes of the meeting shall be forwarded to the review committee of the respective majors, departments, tracks or programs for further review.

Students may apply no more than one department for a change of department, track or program of study; those found to have violated this regulation shall have their applications cancelled; those found to have done so after their application for a change of major, department, track or program of study has been approved shall have their right to transfer revoked.

Article 9 Students granted approval to change their major, department, track or program of study may not file for a change in or withdrawal of their application. They must fulfill the graduation requirements set forth by the major, department, track or program of study into which they have transferred before being permitted to graduate.

Credits obtained from courses taken at the student's previous major, department, track or program of study may be waived. Applications for credit waivers must be approved by the head of the major, department, track or program of study into which the student has transferred and be filed for reference with the Office of Academic Affairs.

Article 10 Each major, department, track or program of study may establish its own criteria for reviewing applications for a change of major, department, track or program of study and draw up a list of provisional candidates to be forwarded to the Office of Academic Affairs, which, after collating all the lists, shall forward the names of the approved applicants to the review committees of the respective departments, tracks or programs of study for the secondary review. Where a written exam is required as part of the transfer criteria, the selection of exam subjects and dates shall be left to the individual departments, tracks or programs of study into which the students are transferring.

The criteria governing the review of applications for a change of major, department, track or program of study must be filed for reference at a meeting of the Academic Affairs Committee.

Article 11 After the Office of Academic Affairs has announced the list of applicants whose request for a change of major, department, track or program of study has been approved, any applicant who seeks to question the results of the review may file a written complaint with the review committee of the major, department, track or program of study into which he or she seeks to transfer provided it is done so within ten days of the announcement.

Article 12 The aforementioned procedures shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these procedures.