Guidelines for the Implementation of Freshmen Foreign Language and Remedial English Courses at National Central University

Approved at the Academic Affairs Committee Meeting on October 08, 2002
Revised and approved at the Academic Affairs Committee Meeting on October 14, 2004
Revised and approved at the Academic Affairs Committee Meeting on March 28, 2006
Revised and approved at the Academic Affairs Committee Meeting on January 07, 2009
Amended and approved by a meeting of the academic Affairs Committee on June 22, 2011

1. Courses offered in fulfillment of the University's Freshmen Foreign Language and Remedial English requirements are to be planned and administered by the University's Language Center [hereafter referred to as "the Language Center"]; the specific guidelines governing these courses are to be established separately by the Language Center.

2. Regarding Freshman English Proficiency Placement for Freshman English Courses:
   The Freshman English Courses of the University will be given in three groups according to student's English proficiency level. In order to offer appropriate Freshman English Courses for students, the Language Center will divide first-year students into elementary, intermediate and advanced level based on students' original grades of English subject earned in General Scholastic Ability Test (GSAT) or Advanced Subjects Test (AST) or the grade of NCU Undergraduate English Proficiency Exam held by the Language Center.

3. Regarding Freshman English Language Course Content and Materials:
   I. Courses offered in fulfillment of the Freshman English language requirements shall be divided into two groups, one focused on Reading & Writing, the other on Speaking &Listening. Students are expected to earn three credit hours from one group in the first semester of study and three credits from the other group in the second semester of the same academic year.
   II. The individual instructors of each course at every level are permitted to design their own midterm exams, but the form and content of the final exam shall be the same for all courses with the same course content.

4. Regarding Course Waivers and Transfer:
   Students who meet the qualifications set by the Language Center may be exempt from taking the Freshman English Courses or may be approved to take other course to be a substitute for the Freshman English Course. Detailed Guidelines for the Implementation of Freshman Foreign Language and Remedial English Courses at National Central University shall be implemented separately by the Language Center.

5. Regarding the Evaluation of English Language Proficiency:
   To promote English-language learning among the undergraduate student body and to ensure the graduates of the University acquire a proficiency in English Language, with the exception of English majors, all undergraduate students, in order to graduate, must obtain a threshold score in either NCU Undergraduate English Proficiency Exam or one of the English proficiency tests recognized by the Language Center and finish applying for review at the Language Center within the allotted time between January 1 in the year of enrollment and the graduation day. Detailed Guidelines for the Implementation of Freshman Foreign Language and Remedial English Courses at National Central University shall be implemented separately by the Language Center.

6. Regarding Remedial English Course:
   All undergraduate students of the University who fail to meet the criteria prescribed in Article 5 must receive a passing grade in Remedial English Course before being permitted to graduate. Detailed Guidelines for the Implementation of Freshman Foreign Language and Remedial English Courses at National Central University shall be implemented separately by the Language Center.

7. Regarding the Second Foreign Language Program for Students:
   To provide diverse second foreign language courses and to assist students in acquiring a proficiency in a second foreign language, the University has entrusted the Language Center with the responsibility of planning and administering language training courses in Japanese, French, German, Spanish and other foreign languages in terms of the availability of qualified instructors and the actual needs of the students.

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