

NCHU Guidelines for Transfer of Department

Enacted in the 6th Administrative Meeting on Jan. 8th, 1977
Amended (Articles 2 & 8) in the 18th University Affairs Meeting on Jan. 14th, 1989
Amended (Article 6) in the 20th University Affairs Meeting on Jan. 19th, 1991
Amended (Article 2) in the 21st University Affairs Meeting on Jan. 10th, 1992
Amended (Articles 1, 3, 5, 6, & 8) in the 30th Academic Affairs Meeting on Apr. 17th, 1995
Amended (Articles 1, 3, 5, 6, & 11, Add Article 8) in the 28th University Affairs Meeting on May. 6th, 1995
Amended (Articles 2, 4, & 9) in the 34th University Affairs Meeting on Oct. 23rd, 1997
Amended (Article 9) in the 35th Academic Affairs Meeting on Mar. 31st, 1998
Amended (Article 1) in the 36th Academic Affairs Meeting on Oct. 20th, 1998
Amended (Articles 2, 3, 4, 5, 6, & 9) in the 44th Academic Affairs Meeting on Oct. 31st, 2002
Amended (Articles 2, 3, 5, 7, 8, 9, 10, & 11) in the 46th Academic Affairs Meeting on Oct. 23rd, 2002
Amended (Article 3) in the 47th Academic Affairs Meeting on Mar. 25th, 2004
Amended (Article 8) in the 48th Academic Affairs Meeting on Oct. 21st, 2004
Amended (Articles 2, 9, & 10) in the 49th Academic Affairs Meeting on Mar. 21st, 2005
Amended (Articles 2 & 9) in the 50th Academic Affairs Meeting on Oct. 27th, 2005
Amended (Article 13) in the 51st Academic Affairs Meeting on Mar. 30th, 2006
No.0950138148 official letter (Articles 1-11) approved by Ministry of Education on Sep. 21st, 2006
Amended (Articles 2-10) in the 54th Academic Affairs Meeting on Oct. 25th, 2007
No.0970019456 official letter approved by Ministry of Education on Feb. 4th, 2008
Amended (Article 3, Deleted Article 4) in the 56th Academic Affairs Meeting on Oct. 27th, 2008
No.0980006762 official letter approved by Ministry of Education on Jan. 13rd, 2009
Amended in the 58th Academic Affairs Meeting on Oct. 26th, 2009
No.0970019456 official letter (Article 10) approved by Ministry of Education on Jul. 15th, 2009
Amended (Article 8) in the 64th Academic Affairs Meeting on Oct. 23rd, 2012
No.1020009173 official letter approved by Ministry of Education on Feb. 4th, 2013
Amended (Article 6) in the 64th Academic Affairs Meeting on Oct. 28th, 2014
No.1040032208 official letter approved by Ministry of Education on Mar. 16th, 2015
Amended (Article 4) in the 70th Academic Affairs Meeting on Oct. 28th, 2015

Article 1 NCHU Guidelines for Transfer of Department have been established pursuant to the Student Study Regulations of National Chung Hsing University.

Article 2 In the event of incompatible program and aptitude, all matriculated students may apply for a transfer of department (or degree program) in accordance to the following rules:

- 1) Students submitting applications prior to the commencement of the second school year may select a department (programs) and register as second year student in the new department.
- 2) Students submitting applications after the second school year but before the third school year may either select a related department (program) and register as a third year student; or select an unrelated department (program) and register as second year student in the new department.
- 3) Under exceptionally compelling circumstances, the Head of the Office of Academic Affairs may approve applications submitted after the third school year and before the fourth year, and allow applicants be registered as third or second year student in the new department.
- 4) No transfer of department or degree programs are allowed between students enrolled in undergraduate and extension programs.

Article 3 Students intending to transfer to a different department (degree program) should apply prior to the deadline posted in the second semester. To obtain a signature and written remarks, if any, from the dean of the current department, applicants should submit to the current department (program), a filled-out application form with the

signature or the stamp of a parent or custodian to show consent, a transcript of all recorded grades and relevant documentation requested by the new department (degree program). The documents will be forwarded to the Registrar's Office, or Subdivision of Continuing Education for students enrolled in degree programs, and later sent to the new department (degree program) for review and approval. The new department (degree program) may hold a qualifying exam and use the score as a criterion for approval of transfer. All departments (degree programs) should submit the result of the reviews to be ratified by the school President.

Article 4 The number of transfer students admitted should not exceed 20% of the designated admission number for first year students in the new department or degree program. [While students admitted by additional quota program are not limited by this rule.](#)

The Office of Academic Affairs (or Subdivision of Continuing Education) should record the number of transfer students and compile relevant data into a printed document to be sent to the Review Committee for Department Transfer.

Article 5 The Office of Academic Affairs shall publicize the names of transfer students admitted prior to the registration period for the first semester of the ensuing academic year. Before applying for transfer, students should go through careful consideration and assess compatibility between their aptitude and new courses offered at the new department or degree program. Students may also seek consultation from the dean of the current department or degree program. Students whose applications have been approved shall not request a second transfer to another department (degree program) or return to the former department (degree program), without consent from the deans of the former and the intended department (degree program), as well as the Head of the Office of Academic Affairs.

Article 6 Students whose transfer applications have been approved shall follow the requirements of the new department or degree program and enroll in all required courses. The dean of the new department will designate additional courses and credits to be taken by the transfer student. For students who transfer to a lower year, the repeated year should be excluded from the period of study allotted. In special circumstances, students approved by the president upon departmental request are not within the confines of this article.

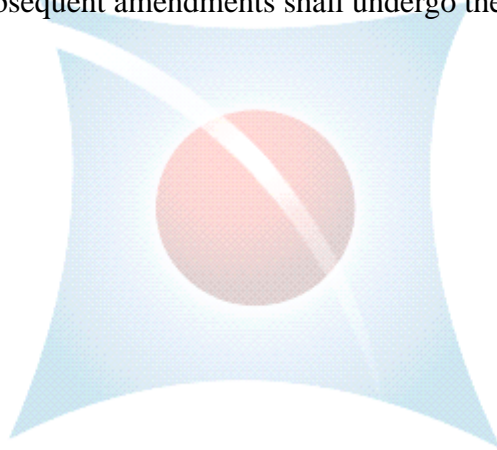
Article 7 For students admitted after retaking the college entrance examination, credit points accumulated in the previous school should be re-subjected to credit transfer review upon transfer.

Article 8 Students in all department and programs should not be eligible for transfer application under the following conditions:

- 1) Having studied less than 1 semester in the University
- 2) Having studied for more than four years
- 3) Under a temporary suspension of study

Article 9 Each student is limited to a one-time transfer and a single department (degree program) application. Students applying for transfer to other groups within the department (degree program) should also observe the regulations governing transfer therein.

Article 10 The Guidelines have been announced for implementation after approval by the Academic Affairs Meeting and submitted to the Ministry of Education for further inspection. Subsequent amendments shall undergo the same procedure.



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