

Chung Yuan Christian University (CYCU)
**Regulations for Assisting Students Who Have Suffered from Unexpected
Major Disasters in Handling Course Taking and The Status as a Student**

July/1st, 2016. Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2014-2015.
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- Article 1 To assist students who have suffered from unexpected major disasters, CYCU formulated the Regulations in accordance with the Ministry of Education's Principles "The Guidelines for Academic Rights of The Student Who Have Suffered from Unexpected Major Disasters at the College Level or Above" and Article 91-1 in "*CYCU Academic Regulations*."
- Article 2 Students affected by unexpected major disasters as well as those students' academic rights (hereinafter referred to as students) shall be processed in accordance with the *Regulations* for course taking and status as a student.
- Article 3 The major disasters that prevent students from normal studies referred to in the Regulations shall be determined by the Ministry of Education or the Association for Holistic Care Student Committee of CYCU.
- Article 4 Students may also register, request for deferral admission, delay registration, take leave, drop out, etc. by submitting documents through a proxy, by mail, or by post-registration with relevant certification.
- Article 5 The Rules for the entrance exam and retaining the admission qualifications are as follows:
- A. CYCU provides exam services for students who have registered for the entry exam. If students are unable to attend the exam, they may apply for a refund.
 - B. The students may apply for a two-year extension of the retention period of admission qualifications. Students who have retained admission qualifications but failed to complete registration before the expiry date may, as determined by individual requirements, request approval from CYCU to extend the retention period of admission qualifications.
- Article 6 The Regulations of registration, payment, and course selection are as follows:
- A. Students' minimum course credits for each semester are not restricted by the minimum course requirements.
 - B. Students who fail to reach the minimum number of credits shall pay credit fees based on the number of course credits for the applicable period and shall not be required to pay the full tuition or miscellaneous fees.
 - C. For the student with special needs taking the course in the vicinity, CYCU

may take the initiative to contact and coordinate with the neighboring schools for the inter-school courses. As determined by individual situations, students' course taking is not restricted by courses not offered by CYCU intercollegiate course selection and the number of course credits.

- D. CYCU may deliberate on students' physical or mental condition and requirements of study, and assist in the retention of enrolling overseas dual degree, advanced study and training, exchange student, participating in cooperation projects, etc. qualifications.
- E. CYCU may provide synchronized or unsynchronized remote education methods for CYCU courses to assist students with their studies, provided that the quality of study can be assured.

Article 7 The Regulations of leave, grading evaluation, and credit waiver are as follows:

- A. Students are not restricted by the Regulations of withholding exams from class and being suspended from school. CYCU may adjust the grading evaluation standards based on different subjects and may provide make-up exams or other remedial measures for the purpose of improving the scores of students.
- B. CYCU shall relax the application for credit waiver.
- C. CYCU may deliberate on students' physical or mental condition, and assist in helping students transfer to an appropriate department.

Article 8 The regulations for leave of absence, withdrawal, resumption of study, and duration of study are as follows:

- A. The students who apply for a leave of absence are not restricted by completing the process prior to the commencement of the final exam and may extend the leave of absence for two years. Students who fail to resume their studies before the expiry date may, as determined by individual requirements, request approval to extend the period of leave of absence.
- B. The students are not restricted by the time limit for withdrawal, CYCU may refund their tuition or miscellaneous fees.
- C. If the department is modified or closed when the students resume their studies, CYCU may assist in helping students transfer to an appropriate department and the department shall counsel the students on course selection.
- D. The students who cannot complete the number of credits required by the department within the duration of study may apply for two years extension. If the students still fail to reach the course credits as scheduled, CYCU may extend the duration of study in accordance with individual requirements.

Article 9 The Regulations for graduation requirements are as follows:

- A. CYCU may appropriately adjust the content and hour of courses (for

example, internship, physical education, and service learning) in accordance with the course categories.

B. CYCU may relax graduation qualifications (for example, English exam, and certification exam) for the students, and provide them with alternatives.

Article 10 CYCU may deliberate the course-taking intentions of students, and appropriately arrange the students to audit continuing education credit courses. The University may also issue credit certificates to such students upon completion of the courses. In accordance with the “Standards for Recognition of Equivalent Educational Levels for University Admission”

Article 11 CYCU shall be conscious of the actual needs of students in terms of their physical and mental conditions, academic performance, and career counseling, and timely refer the students to related agencies. Providing the students with the necessary resources to help them overcome unexpected major disasters.

Article 12 Any Regulations that are not addressed shall be governed by related regulations of the Ministry of Education and the Association for Holistic Care Student Committee of CYCU.

Article 13 The Regulations shall be passed by the Academic Affairs Meeting, and submitted to the President for promulgated and implemented. Any amendments shall be processed accordingly.