Chung Yuan Christian University (CYCU)
Regulations for Changing a Major

Article 1   These policies and regulations concerning student change of majors are adopted pursuant to the Taiwan University Law and CYCU policies.

Article 2   Standards for individual transferring between departments/graduate institutes shall be approved by a Meeting of the Department Affairs and Curriculum Committee, and announced by the Office of Academic Affairs of CYCU.

UCAN test results can be used in transfer standards. Ways of testing can be face to face or other testing mechanisms.

Article 3   The number of students that can apply and be accepted into a department are determined by the original number the department took in each year. With consideration of teaching resources, each department may accept students applying for changing a major (parallel transfer), transferring to a lower grade year (students who meet the requirements of Article 7 and 8) or transfer students. The number of the students transferring into each department cannot surpass 120% of the original number of students each department accepts. Students that are in dual-degree program and have sufficient credits for graduation (Including shared courses, general courses, and all courses such.) but haven't take any of the course in the target department can transfer to the target department and it would not be restricted by the former regulation.

Article 3-1   If a student drop out of a course that aren't open to the public, the course cannot get any transfer student.

Article 4   The following students may not apply to change majors or transfer to another department:
   1. Those who have already changed twice.
   2. Those who are in a period of suspension.
   3. Those who are not able to change majors due to restrictions included with their admission to CYCU.

Article 5   Basically applying for a change of a major (parallel transfer) are only available for junior and sophomore years. Students transferring to a lower grade can start to apply in the second semester of their second academic year. Masters' can apply for transfer in the first semester of their academic year.

Article 6   Bachelors' should apply for major transfer by filling out the Transfer

form and hand it to the Office of Academic Affairs during each of their second semester within designated time. Application form will not be accepted if it is handed in after the deadline. Each department should finish their examinations within a certain period set by the Office of Academic Affairs and send the results to the Office of Academic Affairs for confirmation and announcements.

Masters' should fill out the transfer application form and hand it in to the Office of Academic Affairs before the end of each semester. Overdue will not be accepted.

Article 7   Those who are not approved for changing majors or departments must keep studying in their original departments.

Article 8   Once approved and announced, a student may not give up transfer.

Article 9   A student changing a major may graduate after completing the credits for the department they transferred into.

Article 10   For bachelors', students applying to change majors within the division of the same department shall do so in accordance with *the Regulations for Changing a Major.*

Article 11   A student transferring to a lower grade shall follow the regulations of the maximum studying periods and tuition enrollment of departments in compliance with the requirements of the department transferred into by the student. A student who has been suspended before transferring, cannot transfer if the total suspension period is more than two academic years.

Masters' or doctoral students changing a major (graduate institute), the time period for study in both departments shall be counted.

Article 12   All other relevant matters not covered in these policies shall be governed by pertinent laws and regulations.

Article 13   These policies shall be adopted and enacted after approval by the Meeting of Academic Affairs, and reported to Taiwan Ministry of Education. Same goes with modification of the policies.