

# **Chung Yuan Christian University (CYCU)**

## **Regulations for Credit Transfers**

October/20th, 2005. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2005-2006.  
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Article 1        These regulations are in accordance with Article 7 of University Academic Policies, and applicable Taiwan laws and regulations of CYCU.

Article 2        The following students are entitled to apply for course credit waiver requirements:

1. Transfer students.
2. Transfer students studying for bachelor's degrees.
3. Readmitted students via entrance exams or applicants for bachelor's degrees.
4. Dropouts of CYCU, students in programs for credits, or students graduating from other higher education institutes.
5. Students who have been permitted to study a course for credits in advance and who afterward pass appropriate examinations for the degree program in which they have been admitted.
6. Students in pursuit of a bachelor's or master's degree who simultaneously take masters' or doctoral program courses graded 70 points and above, which carry credits in addition to the minimum requirement towards graduation, with supporting documentation. Students in pursuit of a master's degree who carry credits counted in graduation credits shall apply for transfer credits, provided that the subject is taken as a required course without altering graduation credits. Otherwise, the subject course may not be taken.
7. Students enrolled in the University's undergraduate programs with an associate degree (or Higher Diploma) from Hong Kong.

Article 3        Regulations for the number of credits that may be transferred for the above-mentioned students and to which year the students should be transferred (assigned) are as follows:

1. For transfer students to a second-year class, the total number of credits to be transferred shall be based upon the total credit number required for the first year of the departments to which they are being transferred. For students to be transferred to a third-year class the total number of credits

to be transferred shall be based upon the total credit number of the first and second year requirements for the departments to which they are being transferred. When being transferred into a program or department, the minimum credit numbers that transfer students shall obtain cannot be decreased. Students, who have transferred into a third-year class, after their minimum credits are transferred, may complete the minimum credits required for graduation from the program or department to which they have been transferred. This has to be completed within the years required for graduation (extended years are excluded) in accordance with the regulations for credit-taking limitations of each semester. Otherwise, such students shall be transferred into a second year. Transfer students shall not be allowed to advance their class grades.

2. Procedures for transfer students for bachelor's programs are the same as the above.
3. Students who have graduated from junior colleges and are admitted to CYCU by other recruitments except transfer examinations can transfer their credits in accordance with regulations on credit transfer of each department. If the total number of credits to be transferred is more than that required for the first year of the department, the students may be assigned to a second-year class.
4. For undergraduate students who were previously dismissed but who are re-admitted through an entrance examination or students of credit programs, upon obtaining student status, may apply to have the credits they previously earned be transferred and the years required for graduation may thereby be reduced. However, the study duration for students whose transferred credits are from continuing education programs must be more than one-half of the original required study duration, and their remaining study duration must be more than one year. If a student's credits to be transferred are more than the total credits required for the first year of the department, such student shall be assigned to a second-year class. If the total credits to be transferred are more than that of the first year and the second year required, such students shall be assigned to a third-year class.
5. Postgraduate students may offset credits, which cannot exceed half of the credits required for graduation. If the transferred credits are more than half, a written report shall be submitted to the Chairman of the Department (Dean of the Graduate School) for approval, and then be sent to the CYCU Office of Academic Affairs.

6. If pre-matriculation students have obtained a legitimate student status, such students' credits of common compulsory subjects may be transferred.
7. Undergraduate program students holding an associate degree (or Higher Diploma) from the Hong Kong Institute of Education, upon approval of an application for a course credits waiver, may only be allowed, at most, into third-year classes.

Article 4      The scope of credit transfers is as follows:

1. Required credits (including common compulsory subjects).
2. Optional credits (including related subjects and general education subjects).
3. Credits for a minor (including changing the major or transfer students who exchange their primary and second major).
4. Credits for double major (degree program).

Article 5      Credit recognition and rules for credit transfers:

1. Credits for courses of identical or similar names and descriptions.
2. Credits for different names of courses, but for courses with identical descriptions.
3. Credits for courses when the names or descriptions are not the same or similar, but the content and coursework are the same or nearly identical.

The extent of items 2 and 3 as afore-stated shall be governed by individual departments.

Article 6      Credit recognition and rules for credit transfers:

1. More credits to be transferred for less credit: After transferring, less credits are to be registered and recorded.
2. Less credits to be transferred for more credits: If partial credits are transferred, but other credits cannot be made up, this will be handled with more restrictions. If credits can be made up, less restriction will be applied.
3. If students' fewer credits which are taken from previous schools tallying with the credit requirements of the Taiwan Ministry of Education and want to transfer for more credits in CYCU, they may not make up their lacking credits, however, the name of credits shall be enrolled in that of less credits.
4. Transfer students may transfer into priority required courses which should be taken before school and common compulsory courses, which should be taken after entering school, if they have already completed the

subjects in a previous school.

Article 7 Students who drop courses after qualifying his/her referral examination shall complete the procedure before the deadline for adding and dropping courses. Otherwise, they shall meet the minimum credit numbers of a proceeding semester, except students who need approval through referral examination.

Article 8 Applications for course credit waivers shall be initially reviewed by each department, graduate institute, degree program, and each course-providing unit (including the Physical Education Office, the Military training, the Language Center, the General Education Center, the Chaplain's Office, the Service-Learning Center). The Office of Academic Affairs shall be responsible for the final secondary review.

Article 9 The registration of course credit waivers shall be administered as follows:

1. For interdepartmental transfer students, courses completed at the original department that are waived shall be marked "TR" (for transfer credits) on the transcript.
2. For intercollegiate transfer students, course credits waived (grades unmarked) shall be registered in the grade columns designated for the preceding academic years on the transcript. e.g., for an intercollegiate transfer student enrolled as a sophomore, course credits waived shall be registered in the grade column for the first academic year and for that enrolled as a junior, courses waived shall be registered in the grade columns for the first two academic years.
3. Students who have graduated from junior colleges and are admitted to CYCU, can be used as credits at their discretion. Additionally, graduate students who have earned credits in accordance with legal requirements before pursuing a degree should have their exempted subject credits recorded in the academic transcript for the first year or in the respective year's grade columns.
4. For those defined in Item (4) of Article 2, courses waived shall be registered in the grade columns for the past academic years prior to class classification.
5. Approved course credits are recorded in the student's transcripts for all semesters, with the grade column marked with the letter "T". These grades shall not be included into the calculation of semester, cumulative, or graduation GPA grades."

Article 10 Credits for courses taken in foreign schools that are approved by the Ministry

of Education of Taiwan which meet the standards and policies for transfer of credits by CYCU shall be considered as transfer credits.

Article 11 Upon approval by the CYCU's Academic Affairs Meeting, the implementation of these policies shall be announced by the CYCU President, same procedures apply when amendments are made to these policies.