

# Wenzao Ursuline University of Languages

## Regulations Governing Credit Waiver and Credit Transfer for Junior College Division

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Article I The Regulations have been established in accordance with the Academic Policies of the University to govern students' application for credit waiver or credit transfer. Unless otherwise specified, credit waiver and credit transfer shall be governed by these Regulations.

Article II Students who meet any of the following criteria may apply for credit waiver or credit transfer:

1. Newly enrolled students and transfer students of the Junior College Division who have taken courses and acquired credits from other domestic or foreign junior colleges, senior high schools or vocational high school recognized by the Ministry of Education.
2. Inter-departmental transfer students.
3. Exchange students or students who study abroad in accordance with the University's "Guidelines for International Exchange Student's Status & Study with Regard to Students Who Apply for Studying Abroad by Themselves".

Article III Students shall apply for credit waiver or credit transfer in accordance with the following timetable:

1. In principle, newly enrolled students and transfer students may apply once after being enrolled in the University.
2. Under the special circumstances specified in sub-paragraphs 3, 4 and 5 of Article 3, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the due date specified in the university calendar. Late applications will not be accepted.

- Article IV With the exception of credits acquired in the University, the maximum number of credits that a junior-college student may apply to have waived or transferred is 115.
- Article V Procedures to review and approve applications for credit waiver or credit transfer:
1. Credits for professional courses shall be approved by the chairperson of the department.
  2. Credits for school-wide required courses shall be approved by relevant competent authorities.
  3. The procedures for departments to review and approve applications for credit waiver or credit transfer shall be stipulated by the departments.
- Article VI Principles governing the approval of applications for credit waiver or credit transfer:
1. Application for courses that have been waived by the student's original junior college will not be accepted.
  2. Where the credits for the course taken exceed those of the course being transferred, the smaller number shall prevail in the calculation of credits transferred.
  3. Where the credits for the course taken are less than those of the course being transferred, the discrepancy in the number of the credits shall be made up by taking another course stipulated by the competent authorities.
  4. A physical education course can only be waived or used to replace a course taken before the semester of admission. Credits acquired from the University are excluded.
  5. The credit hours earned from one course can only be used to waive one course (and cannot be used to waive more than one course).
  6. Authorities offering the courses can help foreign students use elective courses to waive common compulsory courses before the course selection period of each semester.
  7. When deemed necessary, departments may ask applicants to participate in a screening and those who pass the screening can have their courses waived or credits transferred, but the procedures should be completed before the add/drop period.
- Article VII The number of credits that students need to acquire after waiver or credit transfer are stipulated by the University's regulations governing course selection.
- Article VIII As the two-year junior college educational system is no longer available, applications shall be handled in accordance with the following principles:
1. Students who resume their study can take classes offered by the four-year college program. Course selection shall follow regulations stipulated in the "Comparison Chart of New and Old Curriculum for Retaking Courses or Taking Courses for Make-up Credits" for each department (center).
  2. For students who need to retake a course, the regulations stipulated in the "Comparison Chart of New and Old Curriculum for Retaking Courses or Taking Courses for Make-up Credits" for each department (center) shall be followed.
- Article IX Students transitioning from the old to new curriculum, and who need to take or retake the courses due to credit discrepancy, inter-departmental transfer, transfer or resumption, should use the new curriculum. In the event that the new curriculum does not offer the old required courses, departments (centers) shall decide which course can be used to replace the required course. When necessary, students can take

the course offered by another department, educational system, division or university. The relevant regulations shall be specified separately.

- Article X Students of five-year junior college whose College Student English Proficiency Test (GSEPT) scores are 600 or higher, or who have obtained equivalent scores in other English proficiency tests recognized by the University can waive 36 credits of compulsory English courses, but students will need to earn the required credits by selecting elective courses offered by the departments. When students graduate, the courses waived will be noted in accordance with the student's major and minor on the certificate of graduation.
- Article XI After being reviewed and approved by the Registration Section of the Academic Affairs Office (Academic Affairs Section of Continuing Education Division), the students shall be notified of the results of credit waiver or credit transfer. If the student disagrees with the results, he/she can apply for reconsideration within one week after the results are announced.
- Article XII Courses that are waived or credits transferred will be recorded on the transcript of records with remarks on the results of credit waiver or transfer. The grades of courses that have been waived will not be counted when calculating the semester (academic year) grade averages or graduation grade averages.
- Article XIII The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.