

National Chengchi University Principles for Student Course Selection and Credit Recognition in Case of Required Courses Table Changes

Approved by Academic Affairs Meeting of the 2nd semester of academic year 2020 on June 8, 2020.

- I. These principles were formulated in order to facilitate student course selection and credit recognition when the University's departments and institutes change their table of required courses (hereafter known as the course table), or during the transition period between old and new course tables.
- II. Students should take courses based on their department or institute's course table for the academic year they entered the University, except when they suspended their studies immediately upon entry or retained their student status, in which case they should take courses based on the course table for the academic year they resume their studies.

Students with a double major or minor should take courses based on the department's course table or course table for minor students for the academic year their status as a double major or minor student was accepted.

Undergraduate students who transferred from another university or department, and masters and doctoral students who transferred from another university, should take courses based on the course table for the year of the department they transferred into. Masters students who transferred from another institute should take courses based on the course table of the department or institute for the academic year that they first registered after the transfer.
- III. When course offerings, number of credits, or number of semesters of a course undergo changes in the course tables of departments or institutes or during the transition period between new and old course tables, student course selection and credit recognition should proceed based on the following principles.
 - (I) When required courses continue to be required, students should take the courses as specified by the course table. Credits will be recognized to the benefit of the student.

The number of recognized credits should not exceed 1/2 of the total number of credits originally required for graduation for undergraduate students. However, if the number of credits for required courses in the original department has already exceeded 1/2 of the total number of credits required for graduation, then the number of recognized credits should not exceed the total number of credits originally required for graduation. For graduate students, graduation credits should be recognized based on the number of credits for courses taken by the student.
 - (II) If a required course is no longer offered, or is changed to an elective course or general studies course, students should in principle retake the course or take an alternative course designated or accepted by the department. Waivers for the required course should be granted only in exceptional circumstances.

If the number of credits offered by a required course has changed during the change to an elective course or general studies course,

credits should be recognized based on the principles outlined in the previous subparagraph.

If the student takes an alternative course in lieu of a required course, the number of credits recognized for the alternative course may not exceed the maximum number of credits for the required course specified in the original course table.

If the department or institute agrees to grant a waiver for the required course, the student must still fulfill the minimum number of credits required by the department or institute in order to graduate.

- IV. This purpose of these Principles is to regulate situations in which departments or institutes change the courses that they offer. If students wish to substitute courses offered by another department or institute for courses offered by their current department or institute, the maximum number of credits recognized by the current department or institute will still apply.
- V. These Principles shall take effect after the approval of the academic affairs meeting. The same applies to all subsequent amendments.