

# Ming Chuan University Department, Section, or Specialized Degree Program Transfer Procedures

Reported as Tai (91) Gao (2) 91180959 on November 26, 2002  
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Passed at the University Affairs Committee Meeting on November 16, 2015  
Passed at the Academic Affairs Committee Meeting on November 24, 2016

- Article 1 These procedures were established in accordance with Article 22 of General Provisions for Study.
- Article 2 First year students (except students transferring to the International College), students on study leave, students about to graduate, and working students are not permitted to change their departments.  
Except for work-experience students and students on study leave, all students may switch specialized degree programs.  
First year students of undergraduate programs, due to mismatched interests or lack of fundamental proficiencies, unable to continue studying, can apply as a special case within the required deadline for changing to appropriate departments in the second semester after being counseled, and are not restricted by the previous regulation.
- Article 3 (Deleted)
- Article 4 Before accepting applications from students who wish to change their majors, each department, section or specialized degree program must set the minimum average. After this matter has been reported to the president and has received approval, departments, section or specialized degree programs must announce what the minimum grade for changing departments, sections or specialized degree programs will be.
- Article 5 If entry to a department, section or specialized degree program requires specialized skills or knowledge, a test for this specialized knowledge will be administered in order to decide whether or not the student will be permitted to transfer.
- Article 6 Departments, sections or specialized degree programs may only admit as many transfer students as permitted by the department. If the number of students wishing to enter the department exceeds the limit, departments, sections or specialized degree programs will use either the student's academic average or the results on the test administered to transfer students to decide who may enter.
- Article 7 Students may change departments, sections or specialized degree programs only once. After the transfer has been approved and announced, students

may not apply to transfer again. If there is special situation, students may apply to return to their original department, section or specialized degree program after being counseled.

Article 8 Students must meet the minimum requirements set by the department, section or specialized degree program of that academic year prior applying for transfer.

Article 9 Applications for department, section, or specialized degree program transfers are processed every March and December. The procedures are as the following:

1. Students fill out e-form online and upload the cumulative transcript and submit the original copy of the transcript to the secretary of the department, section or specialized program during examination (Students who do not submit a transcript will not have their applications reviewed.).
2. Students will attend the transfer examination administered by the department, section or specialized program. After passing the examination (including written and oral sections), their transfer acceptance results will be signed by the Chair of the department, section or specialized degree program, and sent to the Registrar.
3. After Registrar has processed the documents, cases will be submitted to the president for formal approval.
4. After the transfer has been approved, students must wait until the end of the current semester. If the student's grades are at a passing level, the transfer will automatically come into effect.

Article 10 Students who lack either compulsory or elective credits in their new departments, sections or specialized degree programs must make up the required courses in order to graduate.

Article 11 Matters related to the International College students who transfer specialized degree programs will be processed in accordance with the above article. Restrictions detailed in Article 2 and 7 will not apply in such cases.

Article 12 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***