

CJCU Academic Regulations

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Chapter 1 General Provisions

Article 1: Chang Jung Christian University (CJCU) has established the "Chang Jung Christian University Academic Regulations" (hereafter "the Regulations") pursuant to the University Act and its enforcement rules, the Degree Conferral Law, the relevant education laws and regulations, and the actual needs of CJCU.

Article 2: Unless education laws and regulations require otherwise, the

Regulations shall apply to matters relating to student registration management, grade evaluation, and graduation qualification review.

Article 3: The admission requirements of new students of all CJCU programs are as follows:

1. Those who have graduated from a public or registered private senior high school, or holding equivalent qualifications may enroll to the bachelor's programs or bachelor's degree programs for continuing education of CJCU.
2. Those holding a bachelor's degree or above (without military service or reserve duty obligations) may enroll to a second-specialty post-baccalaureate program.
3. Those with a Bachelor's degree or equivalent academic qualifications may enroll to study in the Master's program.
4. Those holding a bachelor's degree or equivalent academic qualifications with over one year of work experience may enroll to the executive master's program.
5. Those with a Master's degree or equivalent academic qualifications may enroll to study in the Doctoral program.
6. Those holding a certificate of study or a certificate of graduation issued by a university and completing and passing the transfer examination or entrance examination of CJCU enroll to the corresponding year of related departments.

The enrollment provisions of the academic system are separately formulated and submitted to the Ministry of Education for review and approval before implementation.

Article 4: CJCU may accept students with disabilities, indigenous students, student athletes, international students, and students of other status by law.

Chapter 2 Admissions

Article 5: New students and transfer students accepted by CJCU shall complete the enrollment formalities specified in the

"Admission Notice."

Students undertaking the enrollment formalities shall submit the original diploma or the valid documents as provided by the relevant education laws and regulations, and fill out the

"Basic Student Information Form."

With special approval, students may be enrolled first before submitting the various documents, and turn in the documents to the Office of Academic Affairs within one week after the term begins.

Article 6: Credit transfer of freshmen and transfer students shall be subject to the CJCUC Regulations for Credit Transfer. Students shall complete credit transfer in the enrollment semester by the deadline specified in the academic calendar. Applications for credit transfer made later than the deadline will not be considered.

The said credit transfer regulations shall be formulated separately and filed to the Ministry of Education for review and recordation.

Article 7: A freshman or transfer student will be disqualified for submitting unqualified records or failing to submit such records as requested. Students using forged, fraudulent and/or altered records will be expelled from CJCUC. Apart from notifying such students and their guardians, CJCUC will not issue document of proof of any kind to such students. If fraudulent enrollment documents are discovered after graduation, the student's degree shall be canceled and the graduation disqualification shall be announced publicly.

Article 8: If a freshman cannot be enrolled due to significant reasons, said student shall submit the relevant documents to the Office of Academic Affairs to apply for enrollment deferment prior to the required registration date, and enrollment may be deferred for one year unless otherwise specified. The student shall undertake the enrollment formalities according to the rules before the deferment period expires.

Those who must fulfill compulsory military service may extend enrollment deferment until the end of service. These students must present discharge papers during school

enrollment application.

For those who have applied for enrollment deferment due to pregnancy or giving birth, the deferment period shall vary based on the need for the pregnancy, delivery, or raising of a child under the age of three. Applicants shall present the certificate issued by the health insurance bureau contracted regional or higher level hospital and a copy of the household registration during application.

The freshman who have applied for enrollment deferment due to "Youth Education and Employment Savings Account Scheme", enrollment qualification may limited to three years, and not included original reserve for one year of admission.

Chapter 3 Payment, Registration, Course Selection

Article 9: CJCU students shall pay the tuition and fees by the deadline specified in related regulations to complete registration.

Those who fail to pay the tuition and fees by the designated deadline shall make a written application for extension to their department prior to the registration date specified in the academic calendar. Their departments shall forward their applications for extension to the Office of Academic Affairs.

Article 10: Those who fail to pay the tuition and fees by the designated deadline shall submit registered mail the relevant payment receipts to the Office of Academic Affairs on the registration day for the recordation.

For students who fail to complete registration on the registration day, the Office of Academic Affairs shall issue a notice to the student or his/her guardian by registered mail to designate a deadline for registration.

The deadline may be further extended if the delay was caused by a force majeure reason verified by the school.

Those who fail to complete registration within the deadline specified in the aforesaid notice shall be regarded as no longer intending to attend the school.

Under such circumstances, admission qualification of new students shall be withdrawn and current students shall be dropped out.

Article 11: Students shall select courses according to the time specified in the academic calendar, and students failing to select courses by the deadline shall be dropped out.

Students shall not select courses with timetable clashes, or such courses shall be canceled. Courses that have already been taken or that have equivalent credits already earned shall not be re-taken, or said credits shall not be admitted.

The upper and lower credit limits of courses selection for different programs are as follows:

1. A Student in the undergraduate programs shall not choose less than 12 credits per semester in the first to third academic years, and not less than 2 credits per semester in the fourth academic year. Students who extend their study period should take at least one course per semester. Unless a student has received approval for taking extra courses, the course credits selected each semester shall not exceed 25 credits.
2. Unless a student has received approval for taking extra courses. Students enrolled in a Bachelor program of extension education shall not choose less than 9 credits per semester in the first to third academic years, and not less than 2 credits per semester in the fourth academic year. Students who extend their study period should take at least one course per semester. Unless a student has received approval for taking extra courses, the course credits selected each semester shall not exceed 25 credits.
3. After enrollment, postgraduate students shall select courses as specified in the selected programs, and their required courses and thesis/dissertation shall be reviewed and approved by their academic advisors and the institute chairperson (department chairperson). Postgraduate students shall take at least one course each semester in the first and second academic years. The upper and lower limits of course selection and credits shall be subject to the policy of individual institutes/ departments. The graduate student advisor of each department shall fill in

the application form and submit it to the Office of Academic Affairs for assignment within the prescribed time limit.

4. Applications for taking extra credit courses shall comply with the extra credit course requirements and shall be proceeded in accordance with the guidelines for course selection. Application for taking extra credit courses shall be made by the deadline for course addition/drop. After obtaining the institute/department chairperson's approval, students shall submit the application for extra credit courses to the Office of Academic Affairs. However, the total number of courses selected for that semester shall not exceed 31 credits.
5. Applications for withdrawal of selected courses shall be made at least four weeks prior to the final examination and shall not exceed two courses. After course withdrawal, the credits earned shall not be lower than the minimum credits required, and the course withdrawal application will be completed after approved by the department director.

Students who need to supplement tuition fees after the course addition/drop deadline shall complete the fee payment before the mid-term exam week. Overdue payment shall be subject to course cancellation, and the credits for said courses shall not be counted for the semester.

The guidelines for course selection and other cautions for course selection shall be formulated separately.

Article 12: CJCU may offer summer courses based on actual needs. The regulations for summer courses in the preceding paragraph shall be formulated separately and submitted to the Ministry of Education for review and recordation.

Article 13: CJCU may open inter-school course selection based on actual needs. The regulations for inter-school registration in the preceding paragraph shall be formulated separately and submitted to the Ministry of Education for review and recordation.

Chapter 4 Department Transfer, Double Major, Minor,
Intercollegiate Programs, Joint Dual-Degree Programs

Article 14: The school's undergraduate students may apply for department transfer before the start of their second academic year. If special classes for indigenous people have the vacancy, the openings shall be filled via internal transfer, but the transfer shall be limited to indigenous students.

The regulations for department transfer in the preceding paragraph shall be formulated separately, and after reviewing and ratifying by the Administrative Meeting and the University Affairs Meeting, the Regulations shall be promulgated and implemented after the approval of the president and submitted to the Ministry of Education for review and recordation.

Article 15: Undergraduate students may apply for double majors starting from the second academic year.

The aforesaid double major application method shall be established separately and submitted to the Ministry of Education for review and recordation.

Article 16: Undergraduate students may apply for a minor from the second academic year.

The regulations for minor application in the preceding paragraph shall be formulated separately and submitted to the Ministry of Education for review and recordation.

Article 17: CJCU may offer the joint dual-degree program in collaboration with a foreign university.

The regulations for joint-dual degree programs shall be formulated separately.

Chapter 5 Leaves and Truancy

Article 18: Students who are unable to attend classes due to just causes or participation in other prescribed activities shall take a leave of absence. An absence without a leave request or leave approval shall be regarded as truancy.

The regulations for leave application in the preceding paragraph shall be formulated separately.

Article 19: Any undergraduate day division student who has been absent for over 46 hours within one semester shall be dropped-out.

Chapter 6 Suspension, Recommencement of Study, Dropout, Expulsion, and Dual School/Department Registration

Article 20: Student suspension rules are as follows:

1. If suspension is required due to significant reasons, the application must be made prior to the final exam of the semester with the relevant certification documents and the guardian's consent form attached. A suspension certificate shall be issued upon approval and completion of the departure procedures.
2. Unless otherwise provided, a student's suspension request shall be approved for a period of one semester or one academic year, and the cumulative suspension shall be limited to two academic years. The academic grades earned during the suspension period shall not be calculated, and a student shall not apply for department transfer during the suspension period.
3. If a student needs to apply for suspension due to severe illness and cannot recover within a short period or due to an illness diagnosed and confirmed by a regional level or higher hospital, the suspension period may be extended due to special conditions and the extended period shall not counted against the suspension limit.
4. If a student needs to fulfill compulsory military service during the suspension period, the student shall submit a copy of the military summons or service certificate with the application in order to extend the suspension period, and submit a copy of the discharge order upon expiration of military service to apply for recommencement of study. The military service period shall not be counted against the suspension limit.

5. If the suspension application is due to pregnancy or childbirth, the applicant shall submit the certificate issued by a health insurance bureau contracted hospital during the application, and the suspension period shall be limited to two academic years. Students may apply for a suspension for raising a child under the age of three, and the period shall not be counted against the suspension limit.
6. The freshman who have applied for suspension due to "Youth Education and Employment Savings Account Scheme", suspension period may be limited to three years, and not included original reserve for two academic years.

Article 21: The rules governing recommencement of study are as follows:

1. Upon expiration of a student's suspension period, the Office of Academic Affairs shall issue notice for recommencement of study before the semester begins, and students who have completed the fee payment within the deadline specified by the registration notice shall be regarded as having completed the reentry and registration procedures.
2. When applying for recommencement of study, a student shall be incorporated into the same academic year/semester as that prior to the suspension.
3. If the original department has been changed or eliminated, the school shall guide the student to select the appropriate department and continue their studies.
4. Students applying for early recommencement of study shall undertake the formalities before the semester registration period and shall not apply for reentry in the middle of a semester.

Article 22: Students under any one of the following situations shall be dropped out:

1. Failure to re-register to CJCUC before the deadline of status reservation.
2. Students who fail to register to CJCUC by the deadline shall be withdrawn.
3. Students who fail in conduct.
4. An undergraduate day division student who has been absent for over 46 hours within one semester.
5. The withdrawal from school due to a serious violation shall be decided by the reward and punishment committee and approved by the president.
6. Failure to complete the main study courses and credits needed for graduation at the end of the study period or after the study period has been extended according to the rules.
7. A student who should be withdrawn accordance with the University and other relevant provisions of this law.

Article 23: Students under any one of the following situations shall be expelled:

1. The expulsion from school due to a serious violation, shall be decided by the reward and punishment committee and approved by the president.
2. A student proven to have forged, falsified, and/or altered certificates they have submitted.

Article 24: With the approval of the guardian, a student may apply for a voluntary withdrawal for a critical reason.

Article 25: CJCUC may issue a certificate of study to dropouts who have completed study for one semester with academic grades after the discharge procedure is completed.

Article 26: No course certificate shall be issued to a student who has been expelled, and said student shall not be accepted for entry or transfer exams by CJCUC.

Article 27: A student who is dropped out or expelled by CJCUC may file an appeal according to the CJCUC Student Grievance Regulations. The decision of withdrawal or expulsion remains valid and

forcible prior to the outcome of a valid appeal is made. In the meantime, the status of such student remains the same as an ordinary student, except for certificate conferral.

Article 28: After the suspension or expulsion of a student is approved, the tuition and fees shall be refunded in accordance with the Regulations Governing Tuition and Fees of Higher Education Establishments.

Article 29: An active CJCUC student may simultaneously register to another domestic university or another CJCUC department to pursue another degree (institute/degree program) according to the CJCUC Dual School/Department Registration Regulations. The dual school/department registration regulations in the preceding paragraph shall be formulated separately and submitted to the Ministry of Education for review and recordation.

Chapter 7 Grade Evaluation

Article 30: Undergraduate students are evaluated by academic performance and conduct from 0 to 100 marks, with 100 marks as the full score and 60 marks as the passing score. The special course have to permit by department (institution) course committee and academic affairs meeting. The scores shall be adopted pass or fail as a rating method. Students' grades shall be evaluated based on the assessment criteria set by the course instructors. The course adopt pass or fail as a course scores, shall not be included in the semester grade and average grade of graduation, but shall be included in the graduation credits. Summer course scores shall not be counted towards the semester academic average, but shall be included in the graduation grade calculation and graduation credits.

Article 31: Master's students are evaluated by academic performance and conduct from 0 to 100 marks, with 100 marks as the full score and 70 marks as the passing score. The courses with specialty have to be permitted by the Curriculum Committee and the Academic Affairs Meeting.

The scores shall be adopted pass or fail as a rating method. The required courses and credits of each master's program shall be subject to the policy of individual institutes/ departments.

If the Department Course Committee believes that the aforesaid undergraduate courses and credits must be supplemented, the qualification score is 60. The score shall not be included in the average score for the semester or the graduation grade. The student shall not participate in degree exams before passing the supplemental courses. The graduation grade for Master's degree students shall be the average of the academic grade and the degree exam score.

Article 32: PhD students are evaluated by academic performance and conduct from 0 to 100 marks, with 100 marks as the full score and 70 marks as the passing score.

The courses with specialty have to be permitted by the Curriculum Committee and the Academic Affairs Meeting. The scores shall be adopted pass or fail as a rating method.

Mandatory courses and credits for doctoral class students shall be handled according to the department rules.

If the Department Course Committee believes that the aforesaid undergraduate courses and credits must be supplemented, the course qualification score is 60, the Master's degree supplemental course qualification score is 70. The score shall not be included in the average score for the semester or the graduation grade. The student shall not participate in degree exams before passing the supplemental courses.

The graduation grade for Doctoral students shall be the average of the academic grade and the degree exam score.

Article 33: Instructors shall mark the grades for Master's and Doctoral graduate students who cannot complete evaluation within the submission deadline set by the school as "To Be Evaluated." However, said grades shall be evaluated no later than the end of the semester.

Article 34: For students approved for taking a long-term leave for serious

illness, pregnancy, birth, or parenting children under three, a course teacher may arrange remedial teaching for such students and complete their academic evaluation before the deadline for term grade submission.

Article 35: A course teacher shall register the academic score of students over the e-system and shall not change the score after "Grade Submission."

Students disagreeing with the score shall fill in an Academic Score Enquiry Form before the registration date of the next semester to apply for enquiries to the department (institute/center/degree program). Late applications shall be rejected.

If a course teacher considers that a grade correction is required, he/she shall complete and sign the student score change request form and provide relevant written evidence to the department (institute/center/degree program) to request for correction.

The said course teacher shall attend the Department (institute/center/degree program) Affairs Meeting and the College Affairs Meeting to explain the score correction.

The resolution shall be approved by the College Affairs Meeting before submitted to the Academic Affairs Meeting for review and recordation.

Student grade corrections shall be approved by the aforesaid meetings, and submitted to the Office of Academic Affairs for registration and completion.

Article 36: Upon ascertaining that a student has cheated in a test, the score of the test shall be set as zero and the student shall be disciplined according to the disciplinary rules.

Article 37: A student takes a leave during a mid-term or a final examination for whatever reasons shall apply for a leave and make-up exam according to the CJCUC Student Leave Application Regulations. The grade evaluation method of such student shall be handled according to the CJCUC Guidelines for "The Student Leave and Make-up Exam".

Chapter 8 Registration Management

Article 38: CJCU shall permanently retain student information, such as student number, name, gender, date of birth, and household registration address.

Article 39: Students and alumni applying for a name, date of birth, or gender change shall submit the valid documents issued by the Household Registration Office to the Office of Academic Affairs in order to complete the change.

Article 40: The academic grade and registration of students traveling overseas during the study period shall be handled according to the CJCU Guidelines for Handling Grades and Registration of Students Traveling Overseas.
The aforesaid CJCU Guidelines for Handling Grades and Registration of Students Traveling Overseas shall be formulated separately and submitted to the Ministry of Education for review and recordation.

Chapter 9 Expected Length of Study and Graduation.

Article 41: When students have completed the required courses and credits as well as met the graduation qualifications set by the departments, the school shall grant Bachelor's, Master's or Doctoral degree certificates earned from the respective departments.

The said guidelines for approval of graduation qualifications shall be formulated separately.

Article 42: The expected study length of undergraduate programs and bachelor's degree programs for continuing education is four years. If a student cannot complete the required credits within this duration, the student may extend the time frame for one semester to two academic years. Students with double majors may extend the deadline by one additional academic year.

Article 43: The minimum length of a second-specialty post-baccalaureate program shall be one to two years. Students unable to fulfill the graduation credit requirements during this period may

apply for extension from one semester to one academic year.

Article 44: The length of study for master students is limited to one to four academic years, and for doctoral students to two to seven academic years. In-service students may extend this time frame by one year. The aforesaid in-service status shall be based on the enrollment status during the time of enrollment. Students who have reached the academic study duration without passing the degree exams shall be dropped out. The aforesaid regulations for degree examination shall be established separately and submitted to the Ministry of Education for review and recordation.

Article 45: Students in the undergraduate department or studying in the various bachelor's degree programs—who have completed the required course subjects and credits one semester or one academic year earlier than the study duration provided may receive approval to graduate one semester or one academic year earlier. The aforesaid regulations for advanced graduation of undergraduate students shall be established separately and submitted to the Ministry of Education for further reference.

Article 46: A student with a disability handbook or confirmed as an SEN student requiring adaptive placement by Committee Responsible for Identification and Placement of Gifted and Disabled Students of a municipal or county (city) government may extend the duration of study by up to four academic years. A student who is pregnant, giving birth, or needs to raise a child under the age of three may extend the study duration by up to two academic years.

Article 47: Students completed the study of or graduated from an overseas school equivalent to the eleventh grade in the domestic system shall complete additionally a minimum of 12 credits to fulfill the graduation requirements. The remedial course credits shall not be counted as graduation credits. Students completing the preparatory program offered by an overseas university or a domestic university overseas or the

Division of Preparatory Program for Overseas Chinese Students, National Taiwan Normal University, may apply for an exemption with the approval of the General Education Center.

Chapter 10 Departure

Article 48: Students applying for suspension, withdrawal, or graduation shall complete the discharge procedure before the school issues the relevant certification documents.

Chapter 11: Supplementary Provisions

Article 49: To assist students suffering a sudden disaster in continuing their study, a department may make a special application for loosening the implementation of the Regulations for such students according to the Guidelines for Colleges or Universities to Maintain the Learning Interests of Students Suffering Sudden Disasters promulgated by the Ministry of Education and loosen the implementation of the Regulations after obtaining the approval of the CJCUC Administrative Affairs Meeting.

Article 50: Matters not provided for in this Regulation shall be subject to the University Act or its enforcement rules, the relevant education laws and regulations, and the relevant provisions of this school.

Article 51: After the passage of the University Affairs Meeting, the Regulations shall be promulgated and implemented after the approval of the president and submitted to the Ministry of Education for future reference, and the same shall apply to the amendments thereof.