

# CJCU Student Department Transfer Application Regulations

03-11-1999 Approved by the 1998 Second Semester First Academic Affairs Meeting  
12-26-2002 Revised and Approved by the 2002 First Semester End Academic Affairs Meeting  
06-06-2006 Amended and Approved by the 2005 Second Semester End Academic Affairs Meeting  
12-28-2010 Revised and Approved by the 2010 First Semester End Academic Affairs Meeting  
12-22-2011 Revised and Approved by the 2011 First Semester End Academic Affairs Meeting  
03-01-2012 Amended and Approved by the 2011 Second Semester Start Academic Affairs Meeting  
06-07-2012 Amended and Approved by the 2011 Second Semester Executive Council and School Affairs Office joint fourth meeting  
10-03-2012 Amended and Approved by the 2012 First Semester Start University Affairs Meeting  
01-09-2013 Revised and Approved by the 2012 First Semester End University Affairs Meeting  
09-02-2013 Letter of Approval TJG(E)Z1020065720 from the Ministry of Education is archived for future reference  
10-09-2013 Amended and Approved by the 2013 First Semester Start University Affairs Meeting  
01-08-2014 Amended and Approved by the 2013 First Semester End University Affairs Meeting  
03-06-2014 Ministry of Education Approval Letter No. TJG(E)Z1030020469 is archived for future reference  
06-17-2015 Approved by the 2014 Second Semester End University Affairs Meeting  
06-07-2016 Amended and Approved by the 2015 Second Semester End Academic Affairs Meeting  
06-13-2016 Amended and Approved by the 2015 Second Semester End University Affairs Meeting  
10-03-2016 Amended and Approved by the 2016 First Semester Start University Affairs Meeting  
12-26-2016 Amended and Approved by the Ministry of Education Approval Letter No. TJG(E)Z1050179529  
01-16-2017 Amended and Approved by the Ministry of Education Approval Letter No. TJG(E)Z1060002131

**Article 1:** CJCU has established this Regulation according to the relevant provisions of the CJCU Academic Regulations in order to undertake student department (degree/course) transfer matters.

**Article 2:** Students who have studied for over one semester in CJCU may apply for department transfer during each semester starting at the second semester according to this Regulation, and formally transfer to the new department by the start of the third semester.

The same shall apply to mutual department transfers for four-year Bachelor's classes and Bachelor's Evening Division classes. However, no mutual department transfer shall be approved between four-year Bachelor's classes and two-year technical course students.

**Article 3:** In principal, one department transfer shall be permitted and up to three departments can be applied for. The applicants must fill in the departments desired and fully satisfy the graduation conditions of the new department in order to graduate. A student may cancel the department transfer application within seven days after the approval and announcement of the transfer application, but cannot return back to the original department after this deadline. For students who have reduced a grade due to department transfer, the repeated grade period for the second department shall not be tolled against the

maximum study duration deadline. Department transfer shall not be permitted during the suspension period.

- Article 4: The number of the department transfer students approved to transfer into each grade shall not exceed 20% of the new student quota approved and allocated by the new department; shall be limited to the Bachelor's and Bachelor's Evening Division enrollment and drop-out vacancies; and shall not include the shortfall caused by enrollment qualification retention, suspension, or additional quota. The number of students after the transfer shall not exceed the Bachelor's class new student quota approved by the Ministry of Education for the academic year. Inter-academic and same academic system transfer quotas shall be reviewed by an academic affairs meeting and undergo a unified announcement by the Office of Academic Affairs.
- Article 5: Department transfer applications shall be issued in accordance with the school calendar requirements or within the deadline announced. Late applications shall be rejected.
- Article 6: Students applying for department transfer shall fill out a "Chang Jung Christian University Student Department Transfer Application Form," submit the form with their report card history to the original department instructors and director for approval seal, deliver the documents to the new department for review and approval, and then complete the application procedures.
- Article 7: Except for the audit procedure and the auditor inspection results, all fields in the transfer form must be filled out by the student.
- Article 8: Upon completion of the application procedure, the Dean of Academic Affairs shall organize the relevant unit personnel to form a department transfer audit committee to audit the applications and determine the quota and approval list. The list shall be announced after approval by the President.
- Article 9: Credit recognition for students approved for department transfer.
1. If a student has completed mandatory subjects in the original department, the subjects may be offset upon approval and recognition by the director of the new department. The student must still complete the subjects and credits required by the new department in order to graduate.
  2. If a student has completed elective subjects of the new department in the original department, said subjects may be

reduced upon approval and recognition by the new department director.

Article 10: This Regulation is approved by the Administrative Affairs Meeting and University Affairs Meeting, approved by the President before execution, and the same shall apply to its amendments.