CJCU Graduation Qualification Audit Operation Guideline

Article 1: This Guideline is established according to the Chang Jung Christian University Academic Regulations

Article 2: The student graduation qualification audit process is divided into self-audit, substantive audit and formal examination with the operating procedures as follows:

1. First phase self-audit:

    Implemented by: The student

    Method: Self-inspect the course selection table after initial course selection each semester prior to course addition or dropping. This year's graduates and deferred students shall submit the self-check table for the courses taken to the academic department for reference when selecting courses two semesters prior to graduation.

    Item: The student shall carefully check if the code, name, and credit of the courses taken comply with the course matching table.

    Time: Completed by the deadline set by the school for course addition or dropping.

    Result: Course codes, names, and credits that do not conform to the course matching table shall undergo course addition or dropping procedures according to the school rules. Failure to undertake

said course addition or dropping procedures for graduation credits under dispute shall be considered as voluntary course credits taken by the student, and the student shall not object if said credits cannot be counted as graduation credits.

2. Second phase substantive audit:

   Implemented by: All departments

   Method: All departments shall log in the E-System by themselves to review the graduation qualifications.

   Item: Conduct audit according to the following:

   (1) Study duration deadline audit:

      1. Audit the study duration deadline according to the relevant University regulation.

      2. The study duration deadline shall be calculated based on the number of semesters actually competed by the student. Two completed semesters shall be counted as one academic year.

      3. The length of study for students enrolling in higher grades and transfer students shall be subject to the length requirement of the year to which they entered or transferred.

      4. Summer courses shall not count toward the study duration deadline.

   (2) Verify the credit waiver.

   (3) Audit the mandatory course names, categories (mandatory or elective), credit scores, and grades.

   (4) Audit the names, categories (mandatory or elective), credit scores, and grades of the courses approved for transfer.

   (5) Audit the names, categories (mandatory or elective), credit scores, and grades for

minor or double major degree graduation courses.

(6) Each department shall establish its own graduation requirements.

Time: Complete by the end of December for the first semester and the end of April for the second semester.

Result: After completing the system review, each department shall print the "Student Graduation Qualification Audit Form". Recording the results on the form and submit it to the unit of phase three for auditing after being signed by the student, teacher and department director.

3. Phase three formal audit:

Implementation: Registration and Curriculum Section.

Method: After review of the second phase audit records has been completed, the Registration and Curriculum Section shall audit the student's study subject grades for the current semester.

Item: Check whether the course grades for the current semester have passed qualification and whether the disqualified course grades will impact major or minor or double major department graduation qualifications.

Time: Completed within one week after grade submission by the instructors.

Result: The student shall receive the degree certificate after the third-phase "Student Graduation Qualification" audit has been completed and the student has completed departure formalities.

Article 3: If a student has "failed to meet the graduation qualification results" during the previous three-stage audit, a new three-stage audit may be implemented.

Students who are unable to graduate after the extended study duration deadline shall be dropped-out.

Article 4: If the student is eligible for graduation according to the third-phase audit results, the Registration and Curriculum Section shall complete the departure formalities form and issue the degree certificate to the student on the day of the graduation ceremony.

Article 5: In addition to the three-stage audit, postgraduate students shall meet the relevant graduation requirements and complete the PhD qualifying examination, the degree examination, and the graduation procedures required by CJCU before receiving the degree certificate.

Article 6: Graduation Credit Recognition Precautionary Items:

1. A stage audit shall be implemented in accordance with the course matching table reported to the Ministry of Education in the academic year when students graduate.

2. Students who have taken a leave of absence shall select the most advantageous course configuration table for audit based on their interested courses in order to protect the rights of the students. For students who have not selected or did not select courses of interest, the departments shall adopt the most advantageous course matching table for audit.

3. If a student's actual study courses are not consistent with the course configuration table due to course changes or other reasons, the course transfer principle is as follows:
    (1) Same title and contents of the course.
    (2) Different title of the course with the same contents.
        Review of credit transfer shall be verified by the responsible audit unit.
    Departments intending to apply for course transfer shall list the students, name of the courses taken, categories (mandatory or elective), credits, cause of transfer, transfer course names, categories (mandatory or elective), credits, the self-check table for course history for this year's graduates, and meeting minutes showing that the Department Course

Committee has consented to the transfer, submit the documents to CJCU president for signature approval, and then submit a copy of the documents to the third-phase unit for reference.

4. The external elective course credits of Bachelor programs and Bachelor programs of Counting Education (CJCU departments or programs) are as follows:

(1) On or prior to the 2014 academic year, if the department has not implemented the course modularization yet, up to 15 credits shall be recognized.

(2) Since 2014 academic year, if the department has already implemented the course modularization, up to 15 credits shall be recognized. According to "Chang Jung Christian University Regulations for Implementation of the Course Module System in the Day Division", the credits can also be supplemented by the free electives ones. Free elective courses shall include the courses offered by each college, school and department of CJCU, courses of liberal arts education, or any courses of other major.

(3) Since 2021 academic year, whether implemented the course modularization or not, the maximum elective credits from other departments that can be recognized is 15 credits.

①Students of the Bachelor Degree Program in Southeast Asian Cultures and Industries are not subjected to this restriction.

②Those who have completed "Professional Electives: ○○○ Cross-disciplinary Program " or " Cross-disciplinary Minor: ○○○ Cross-disciplinary Program " are not subjected to this restriction.

③Those who take any micro-credit courses in each college are not subjected to this restriction.

Up to 1/3 credits from other graduate school courses of CJCU taken by students (excluding thesis grades) shall be recognized.

5. Minors should choose the most advantageous course matching table based on their preferred courses to safeguard students' rights. Students pursuing a double major in nursing are

not permitted to modify their course matching table after submitting the application. In addition to fulfilling the mandatory courses and credits required by the major department, students must complete 20 credits from the basic module of the minor. The mandatory additional department credits should not overlap with the courses offered by the major department. If there is a shortfall in credits from the basic module of the additional department, it can be supplemented by taking subjects from the additional department.

The Chinese or English degree certificates and academic transcripts for students who have completed the courses and credit grades required by the minor must specify the name of the one.

6. Students pursuing a double major must select the most advantageous course matching table for auditing based on their preferred courses in order to protect the students' rights. Students who are pursuing a double major in nursing are not allowed to change their course matching table after submitting the application. In addition to completing the mandatory courses and credits of the major department, mandatory additional department credit rules are as follows:

(1) Students shall complete 25 credits from the basic module of double major, and any one of the professional elective modules. At least 20 credits of the basic module shall not be the same as the major department courses, Insufficient credits from the basic module of the additional department can be supplemented by taking subjects from the additional department.

(2) Students shall complete 25 credits from the basic module of the double major and 15 credits of professional electives. The mandatory additional department credits should not overlap with the courses offered by the major department. Insufficient credits from the basic module can be supplemented by taking subjects from the additional department.

The Chinese or English degree certificates, academic transcripts, and degree certificates for students who have completed the

courses and credit grades required by the double major department must specify the name of the double major. The name of the minor must be specified for students who have not completed all of the mandatory courses and credits for the minor but have met the standard for the one.

7. The Course Module system in the 2014 academic year, the Chang Jung Christian University Day Division Course Modularization Implementation Method shall take precedence.

8. Similar courses that are repeated shall not be recognized repeatedly.

   Similar courses include:

   (1) Courses with the same name and same number of credits.

   (2) Courses with the same name but different number of credits.

   (3) Continuing inter-semester courses selected without the serial number (or semester) specified, regardless of whether the course actually started in the previous or next semester, shall be regarded as courses of the same name and their credits shall not be recognized repeatedly.

   (4) Continuing inter-semester course credit transfer subjects of single semester courses that have the same name but with the serial number (or semester) specified will be recognized as first semester courses in principle, and vice versa.

   (5) The same courses taken repeatedly can be used for transfer recognition of other courses based on the different course contents. The various department (institution) course committee members and the relevant course teaching instructors shall jointly hold a department (institution) course committee conference to factually review the course contents, and the decision shall not be made based on written documents.

9.   Physical education courses of the day division system and Continuing Education Department shall be mutually recognized. After transfer approval, the different credit scores shall be converted so that the lower credit scores are not restricted from replacing the higher credit scores.

10.   Except for students applying for graduation deferment, the conduct score shall be included in each semester.

Article 7: This Operational Guideline shall be implemented after approval by the Academic Affairs Meeting, and the same shall apply to amendments.