

Chung Yuan Christian University (CYCU)

Regulations for Changing a Major

- May/30th, 2002. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-91078466
- November/11th, 2003. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-0920167056
- March/20th, 2008. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2007-2008.
- October/14th, 2009. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2009-2010.
- January/15th, 2013. Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2012-2013.
- March/15th, 2013. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-1020038066
- January/19th, 2016. Revised by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2015-2016.
- February/25th, 2016. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-1050018905
- October/12th, 2017. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2017-2018.
- June/26th, 2019. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2018-2019.
- August/23rd, 2019. Confirmed Articles 1 on record under the Ministry of Education Letter Tai-Gao-(II)-Tzu-No.1080120507
- September/20th, 2019. Revised by the 1st Academic Affairs Meeting, fall semester, Academic Year 2019-2020.
- January/7th, 2020. Approved for Amendment by the Ministry of Education in reference to document Tai-Kao-(II)-Tzu-1080179875
- July/19th, 2023. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2022-2023.

- Article 1 These policies and regulations concerning student change of majors are adopted pursuant to the Taiwan University Law and CYCU policies.
- Article 2 Standards for individual transferring between departments/graduate institutes shall be approved by a Meeting of the Department Affairs and Curriculum Committee, and announced by the Office of Academic Affairs of CYCU.
UCAN test results can be used in transfer standards. Ways of testing can be face-to-face or other testing mechanisms.
- Article 3 The number of students that can apply and be accepted into a department is determined by the original number the department took in each year. With consideration of teaching resources, each department may accept students applying for changing a major (parallel transfer), transferring to a lower grade year (students who meet the requirements of Articles 7 and 8), or transfer students. The number of students transferring into each department cannot surpass 120% of the original number of students each department accepts. Students who are in the dual-degree program and have sufficient credits for graduation (Including shared courses, general courses, and all courses such.) but haven't taken any of the courses in the target department can transfer to the target department and it would not be restricted by the former regulation.

- Article 3-1 If a student drops out of a course that isn't open to the public, the course cannot get any transfer student.
- Article 4 The following students may not apply to change majors or transfer to another department (institute):
1. Those who have already changed twice.
 2. Those who are in a period of suspension.
 3. Those who are not able to change majors due to restrictions included with their admission to CYCU.
- Article 5 Basically applying for a change of a major (parallel transfer) is only available for junior and sophomore years. Students transferring to a lower grade can start to apply in the second semester of their second academic year. Masters' can apply for transfer in the first semester of their academic year.
- Article 6 Bachelors' should apply for major transfer by filling out the Transfer form and handing it to the Office of Academic Affairs during each of their second semesters within the designated time. Application forms will not be accepted if it is handed in after the deadline. Each department should finish its examinations within a certain period set by the Office of Academic Affairs and send the results to the Office of Academic Affairs for confirmation and announcements.
- Graduate students applying to transfer to another department, institute, or degree program must complete the transfer application form and submit it to the Office of Academic Affairs before the end of the current semester's classes. Overdue will not be accepted.
- Article 7 Those who are not approved for changing majors or departments must keep studying in their original departments.
- Article 8 Once approved and announced, a student may not give up the transfer.
- Article 9 A student changing a major may graduate after completing the credits for the department they transferred into.
- Article 10 Undergraduate students applying to change majors within the division of the same department shall do so in accordance with the *CYCU Regulations for Changing a Major*.

- Article 11 A student transferring to a lower grade shall follow the regulations of the maximum studying periods and tuition enrollment of departments in compliance with the requirements of the department transferred into by the student. A student who has been suspended before transferring, cannot transfer if the total suspension period is more than two academic years.
Masters' or doctoral students changing a major (department, institute or degree program), the period for study in both departments shall be counted.
- Article 12 All other relevant matters not covered in these policies shall be governed by pertinent laws and regulations.
- Article 13 The Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same shall apply to all subsequent amendments.