

# Chung Yuan Christian University (CYCU) Regulations on Graduation Qualification Review and School Leaving Procedures

September/27th, 2001. Passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2001-2002

May/24th, 2006. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2005-2006

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July/19th, 2023. Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2022-2023

Article 1 In order to standardize the graduation qualification and the review thereof, these measures are in accordance with the provisions of Article 63 of the CYCU Academic Polices.

Article 2 The Preliminary review procedures for graduation qualifications are as follows:

1. At the beginning of each semester, the Curriculum and Registration Division of the Office of Academic Affairs will transfer the graduation qualification review list into the Graduation Qualification Review System.
2. Individual departments and the Curriculum and Registration Division of the Office of Academic Affairs shall confirm the required courses, graduation credits, and relevant regulations relative to graduation qualifications. In addition, Graduate students shall be certified whether they have applied for their Degree Examination.
3. For students who meet graduation requirements, each department and the Curriculum and Registration Division of the Office of Academic Affairs respectively determine whether the requirements are met by selecting the appropriate status under the "Preliminary Review" section of the Graduation Qualification Review System.
4. The Teacher Education Programs, double majors, minors, and interdisciplinary programs are conducted by the respective authorized units in accordance with relevant regulations. These units will indicate in the designated fields under the preliminary review section of the Graduation Qualification Review System whether the requirements are fulfilled.
5. Individual departments and relevant units shall complete the preliminary review in the Graduation Qualification Review System within the specified deadline and submit the "The Degree Exam Application Form" to the Curriculum and Registration Division of the Office of Academic Affairs.

Article 3 The Curriculum and Registration Division of the Office of Academic Affairs will prepare graduation certificates for students who meet the graduation requirements based on the preliminary review in the Graduation Qualification Review System.

- Article 4 The Re-examination procedures for graduation qualifications are as follows:
1. The departments and the Curriculum and Registration Division of the Office of Academic Affairs shall review the final semester grades of students who meet the graduation requirements (for graduate students, this also includes the results of the degree examination), and respectively confirm whether the requirements are met by selecting the appropriate options under the "Re-examination" section of the Graduation Qualification Review System.
  2. The Teacher Education Programs, double majors, minors, and interdisciplinary programs are conducted by the respective authorized units in accordance with relevant regulations. These units will indicate in the designated fields under the final review section of the Graduation Qualification Review System whether the requirements are fulfilled.

Article 5 Undergraduate students should access the Graduation Qualification Inquiry system to complete the school-leaving procedures for each unit. Afterward, they go to the designated place to collect the degree certificate in person during the open period.

Graduate students should first check the process of leaving school in the Graduation Qualification Inquiry system, complete the departure procedure form via written submission, and then collect the degree certificate in person at the designated place during the opening period after being confirmed by each unit.

If students are unable to receive their certificates in person, they may issue a "Letter of Authorization" to authorize someone else to collect it on their behalf.

If the matters verified during the school-departure inspection by each unit do not pertain to the school's established graduation prerequisites, students should not be erroneously connected to the certification issuance process. Instead, these issues should be addressed through progressive guidance, rectification, or alternative measures deemed necessary.

Article 6 For the matters that are not covered, relevant laws and regulations shall be applied..

Article 7 These policies and any amendments to them shall become effective after being approved by the Academic Affairs Meeting and reported to the President. of CYCU.