

National Chengchi University Undergraduate Student Department Transfer Policy

Amended in the 420th Administrative Meeting, March 9, 1977.

Amended in the 537th University Administration Meeting, February 28, 1996.

Articles 1, 7, and 8 amended and approved in the 579th University Administration Meeting, October 9, 2002.

Article 1 amended and approved in the 587th University Administration Meeting, December 10, 2003.

Article 7 amended and approved in the 617th University Administration Meeting, December 3, 2008.

Articles 3, 4, 5, 6, 7, 8, and 9 amended and approved in the 656th University Administration Meeting, December 31, 2014.

Articles 3 approved by the second Academic Affairs Meeting of the 1st semester of academic year 2016 on December 19, 2016

- Article 1 This policy has been established in accordance with the "Enforcement Rules of the University Act" and NCCU Tuition Regulations.
- Article 2 All undergraduate students seeking to transfer departments within NCCU shall comply with this policy.
- Article 3 Each department may accept a number of transfer students that totals up to 20% of the newly allocated admission quota but may not exceed the original quota set for first-year students for the current academic year.
Mainland Chinese students enrolled by the University Entrance Committee for Mainland Chinese Students may apply for transfer into a department (program) with an enrollment quota for Mainland Chinese students that has been approved by the Ministry of Education for that academic year.
- Article 4 Each department may set its own criteria for accepting transfer students; these criteria shall be submitted to the Office of Academic Affairs and announced on a collective basis.
- Article 5 Undergraduate students who have completed the credits of one academic year or more may apply for department transfer; the academic year the student is transferred into shall be determined by the respective department.
Lower division transfer students must complete credits and mandatory subjects as required by the academic year requirement (for the academic year the student wishes to transfer into). The maximum limit of period of study shall be recalculated based on the academic year of the destination department.
Every student may make one department transfer only. Program transfers within the same department shall proceed according to the transfer policies.
- Article 6 Department transfers shall be processed according to these policies. Allowances can be made at the verification of the school's counseling unit and department chair's approval for the following students who are unable to continue studies in the existing department due to misaligned interests or any other reasons:
1. International students.
 2. Overseas Chinese students.
 3. Hong Kong and Macao students.

4. Students with disability booklets or those issued by the Entrance Exam for Disabled Students Committee.

Article 7 All department (program) transfer applications must obtain consent from the student's parent/guardian and existing department within the specified deadline, before applying to the destination department. Once the department chair has agreed to the transfer, the Office of Academic Affairs will verify the application and escalate it for the President's approval and announcement.

Department transfers may not be modified or withdrawn once they have been announced. Department transfer approval qualifications are cancelled for students who have applied for suspension of studies during the semester of department transfer.

Article 8 Undergraduate students who have been admitted into NCCU via transfers or referral programs prior to the 2010 academic year may not apply for department transfers unless specially approved in an Academic Affairs Meeting.

Students admitted under the outlying-island admissions quota may not apply for department transfers and shall be handled in accordance with the Recommendation for Admission Policy for "Outlying Island Senior High School Students and Above".

Article 9 This Procedure was approved by the Academic Affairs Meeting and implemented. The same shall apply to all subsequent amendments.