

# Fu Jen Catholic University Regulations for Course Waivers

Passed upon Amendment at the Sixth Executive Council

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## Article 1: General Principles

1. Courses and credits for which students earned passing grades before admission to the University can be waived and transferred upon approval by the department chair (or program director) and the college dean. They will have to be further reviewed by the Office of Academic Affairs before taking effect.
2. Students admitted to the University at an upper academic level should follow the requirements for graduation requested of that academic level for course selection and registration.
3. Students should apply for course waivers when they are first admitted to the University. They can apply only once during their whole college career. They should send their application to the Registrar within a week after school begins. If they pass the deadline, their application will not be accepted.
4. Course titles for courses taken at the student's previous school and thus filled in on the Course Waiver Request Form should match those recorded on the transcript provided by the student's old school. On the Form, the course titles of waived courses must also match those of courses offered at the University.
5. Introduction to University Studies, Philosophy of Life and Professional Ethics are Holistic Education courses that cannot be waived. If students have once taken these three courses at the University with passing grades, however, then they can waive these courses. For students admitted to the University with a bachelor's degree or above, they can be exempt from taking Introduction to University Studies as long as they take another course to make up for the credits required for graduation. Students should follow the Regulations for Waiving Holistic Education Courses to waive such courses.
6. When students waive a yearlong course but the waived course carries fewer credits than required by the University, they should make up the credits in the second term for the course.
7. Regulations for exemption or waiver of Military Training courses are as follows:
  - (1) Waiving Military Training courses:

- a. Transfer students from other colleges or students retaking the college entrance exam can apply for a course waiver if they have completed all required Military Training courses with passing grades before admission to the University. They should submit their application to the Registrar with a copy of their official transcript from their previous school.
  - b. Transfer students from military schools can file an application with the Registrar to waive the Military Training courses required of the lower academic levels than their own. They have to show passing grades from the military training received from their previous schools as supporting evidence.
- (2) Exemption from required Military Training courses:  
Students with any of the following qualifications can waive the required Military Training courses: people who are over 36 years of age; sergeant or officers in the ROC Armed Forces with approval for further study or in-service education; army reservists; overseas Chinese students holding resident certificates (if they do not have household registration in Taiwan); foreign students; students who are physically or mentally challenged and carrying the Disability Card.
- (3) Students applying for an exemption should submit related supporting documents to the Military Training Office. The President will then review the application.
- (4) Students who are not qualified for exemption and have a failing grade in a required Military Training course when they request a leave of absence or a voluntary withdrawal still need to make up for the course after they are readmitted, even if they can provide the Order of Retirement for regular service, replacement service, national guard service, or substitute services, or any evidence for suspended services.
8. Students who have moved up to an upper academic level due to course waivers upon admission will not be permitted for early graduation as Item 4 of Article 64 in the University Academic Policies rules.
9. When an undergraduate taking a graduate course or a master's student taking a Ph. D. course earns a score above 70 points, the course credits will not be automatically counted into the minimum credits required for graduation. Nevertheless, they can apply to have the credits transferred by applying for the Certificate of Credits Completed in the Graduate Program (the application form is available upon the student's request). Graduate students can transfer up to 2/3 of the required credits for graduation.

10. Having granted course waivers upon admission, transfer students and students retaking the college entrance exam may apply to have course credits transferred for a second time when they are later approved of transferring to a different department, or approved of taking a minor or a second major. There cannot be any request of change to the course credits waived for the first time, nor can students apply to move up to an upper academic level.

#### Article 2: Course Waivers for Transfer Students from Another University

1. On the day when they check in at the University, transfer students should submit a copy of their official transcript (either a Xerox copy or a semester transcript notice is invalid) and a completed Course Waiver Request Form to the Registrar upon approval by their department chair, program director and college dean. They can also move to an upper academic level upon the approval of the department chair, the college dean and the Dean of Academic Affairs, while following the credit requirements for each semester. (Graduates from junior colleges and students of the SOCE cannot request to be put in an upper academic level.)
2. Transfer students coming into the sophomore class can transfer credits up to the total number of credits required of the freshman class. Transfer students coming into the junior class can transfer credits up to the total number of credits required of both freshman and sophomore classes. As they begin school, however, the minimum credits required of each academic level has to be completed without any deduction.  
If a transfer student has once taken courses with passing grades at the University, he or she may apply to waive these courses when they are readmitted if a certificate of credits can be provided. They are not subject to the regulations mentioned above.
3. Graduates from junior colleges and current junior college students with equivalent qualifications who had once transferred into the sophomore or junior class at other universities and then admitted to the University may request to waive certain courses when they begin enrollment at the University. Only after they pass the departmental waiver exams, however, can the waiver take effect. Individual departments should give these exams within a week after school begins.
4. Junior college students (including graduates and current students) cannot waive courses they had taken in the first three years of their junior college career.

#### Article 3: Course Waivers for Transfer Students within the University

Transfer students within the University should follow the same course waiver regulations for the transfer students from another university. Students who transfer to a lower academic level, however, can be exempt from Sophomore Physical Education.

#### Article 4: Course Waivers for Students Retaking the College Entrance Exam

##### 1. Undergraduates:

- a. Graduates from junior colleges who are admitted as freshman through the college entrance exam may waive some courses as long as they complete the credits required of them for each semester and the time limit for degree completion remains unchanged. The courses they waive are limited to departmental courses offered to freshmen.
- b. Readmitted students who were expelled earlier from the Day Division or the SOCE, and non-matriculated students of the SOCE, may have some courses waived upon approval by their department chair and college dean. They should have earned passing grades for these courses in order for course waivers to be considered. The course waivers will take effect only after the Office of Academic Affairs reviews the department's decision and approves it. These students may move to an upper academic level upon the approval of the department chair, the college dean and the Dean of Academic Affairs. They should study at the program for at least a year by following the credit requirements for every semester before they can graduate.
- c. The regulation above applies also to college dropouts or college graduates who are admitted to the University through retaking the college entrance exam.

##### 2. Graduate Students:

Students who retake the graduate exam into a master's or Ph. D program can waive courses for which they earned passing grades previously upon approval by the program director and the college dean. The course waivers should be reviewed and approved by the Office of Academic Affairs before taking effect. Upon the approval of the program director, the college dean and the Dean of Academic Affairs, students can move up to the second year of study at the program.

3. New students (foreign students and overseas Chinese students) admitted upon second application should follow the regulations above for students retaking the college entrance exam.

#### Article 5: Course Waivers for Students of the Post-Baccalaureate Programs

Upon approval by the program director and the college dean, students of the post-baccalaureate programs can waive the courses they earlier took at

their home programs as non-matriculated students. They have to have earned passing grades for these courses. The course waivers should be and approved by the Office of Academic Affairs before taking effect. With regard to the number of transferred credits, if students are admitted with a junior college diploma or equivalent qualifications, they can waive at most 1/4 of the departmental required credits for graduation. If students are admitted with a college diploma, they can waive at most 1/3 of the departmental required credits for graduation. When the number of waived course credits goes over (including) 32, but the students have fulfilled related departmental credit requirements, they are permitted to move to an upper academic level upon approval by the department chair, the college dean and the Dean of Academic Affairs.

**Article 6: Course Waivers for Credits Obtained at the Continuing Education Program**

Before enrollment at the University, students who have earned course credits from the Continuing Education Program at other colleges can apply to the Registrar to waive those courses. They have to first pass the departmental waiver examinations regarding these courses. Upon passing the exams, students can submit the Course Waiver Request Form and the Certificate of Credits to the Registrar. They cannot request to be put in an upper academic level.

**Article 7: All other issues regarding course waivers will follow the related MOE regulations.**

**Article 8: These regulations were passed at the Academic Affairs Council, and were promulgated and implemented upon approval by the President. The same procedure will be followed for each amendment.**