

# **Yuan Ze University Regulations for Change of Major for Graduate Students of Master/Doctoral Programs**

Passed by the 7th Academic Affairs Meeting of the 2019 School Year, June 17, 2020

Approved for future reference by Ministry of Education in Letter Tai-Kao-2-Tzu No. 1090105783, July 29, 2020

Approved for future reference by Ministry of Education in Letter Tai-Kao-2-Tzu No. 1090122371, August 21, 2020

Article 1 These regulations are provided for processing matters relating to graduate students' applications for a change of majors, departments, tracks or programs of study (hereafter, 'a change of major'). These regulations are provided pursuant to Paragraph 1 of Article 59 of "YZU Study Regulations".

Article 2 Graduate students who are not interested in the current major to which they are enrolled may apply for a change of major. The application and admission dates each year accord with the University's school calendar.

Article 3 Graduate students who meet all of the following criteria may apply for a change of major:

1. Students who have completed one semester of study;
2. Students with a Grade Point Average (GPA) of over seventy;
3. Students who meet the requirements set forth by the accepting departments.

Article 4 Application for a change of major shall be processed with the following procedures:

1. Graduate students who wish to change their majors shall complete the application form, and then submit along with their transcripts of the previous semesters and relevant documents to Registration Division of Office of Academic Affairs for preliminary examination by the deadline announced. Applications to change the current major shall be approved by the advising professor, the department chair and college dean.
2. Each department may establish its own criteria for reviewing applications for a change of major. The request shall be discussed and reviewed by the accepting departments. The review results shall be approved by the accepting department chair and college dean, submitted to Registration Division of Office of Academic Affairs, and then published upon approval of the Provost (Dean of Office of Academic Affairs).

Article 5 Each student can only apply one time. Students granted approval to change their majors shall not file for a change in or withdrawal of their application. They must fulfill the graduation requirements set forth by the accepting departments and meet the requirements for the length of time in which the study must be completed pursuant to "YZU Study Regulations". The maximum length of study shall not be extended following a change of

major. Disapproved applicants may continue to register in their current departments.

Article 6 Credits obtained from courses taken at the student's previous major may be waived; students shall file an application for credit exemption in accordance with "Yuan Ze University Regulations for Credit Exemption" by the date stipulated in the University's school calendar.

Article 7 Inter-division transfers within the same department/institute of a graduate school shall be processed in accordance with these foregoing regulations.

Article 8 Matters not specified herein shall be governed by relevant provisions of the Ministry of Education and the University.

Article 9 These regulations will be adopted by the Academic Affairs Meeting before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.