

## **Yuan Ze University Regulations for Change of Major (Department, College, Program)**

Amended by the 2<sup>nd</sup> Academic Affairs Meeting, Academic Year 1989, on August 30, 1989  
Approved for future reference by Ministry of Education in the Letter Tai-(78)-Kao-Tzu No.47282, on September 27, 1989

Amended by the 6<sup>th</sup> Academic Affairs Meeting, Academic Year 1997, on January 20, 1998

Amended by the 7<sup>th</sup> Academic Affairs Meeting, Academic Year 1999, on May 31, 2000

Amended by the 4<sup>th</sup> Academic Affairs Meeting, Academic Year 2000, on February 14, 2001

Approved for future reference by Ministry of Education in the Letter Tai-(90)-Kao-2-Tzu No.90047353, on April 04, 2001

Amended by the 3<sup>rd</sup> Academic Affairs Meeting, Academic Year 2001, on January 16, 2002

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Amended by the 5<sup>th</sup> Academic Affairs Meeting, Academic Year 2001, on May 08, 2002

Approved for future reference by Ministry of Education in the Letter Tai-(91)-Kao-2-Tzu No.91084538, on June 07, 2002

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Amended by the 5<sup>th</sup> Academic Affairs Meeting, Academic Year 2009, on April 21, 2010

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Article 1 These regulations are provided pursuant to Article 32 of YZU Study Regulations.

Article 2 Students who are not interested in the department/college/program to which they are enrolled may apply for a change of major (department/college/program).

Article 3 Students who meet any of the following criteria may apply for a change of major (department/college/program):

1. All undergraduate students upon completion of first year of study may apply for a change of major to the first- or second-year of another department; students upon completion of second year of study may apply for a change of major to the second- or third-year of a department with a similar academic focus or to the second year of a department with a different academic focus; students upon completion of third year of study may apply for a change of major to the third- or fourth-year of a department with a similar academic focus or to the third year of a department with a different academic focus.
2. For the students who change major to the third year of study or above, applications shall be approved under the condition that the students are able to complete all required credits for graduation during the regulated period of term of study (excluding the extended study) according to the university's regulations for the maximum credits taken each semester.
3. Applications of a change of major upon completion of second year of study or above shall be approved by the meeting of department/college/program; applications of a change of major

upon completion of first year of study shall be approved in accordance with YZU Criteria for Reviewing Applications for Change of Major.

Article 4 Students determined to be in one of the following circumstances may not apply for a change of major (department/college/program):

1. Students who haven't completed the first year of study.
2. Students who are currently fourth-year undergraduate students.
3. Students who have applied for suspension from the university.
4. Students who were admitted to the university through the recommendation process of senior high schools, four-year programs of institutes or two-year programs of junior colleges.
5. Students who are from offshore islands and were admitted to the university through the guaranteed admission process; except for those who have been approved by the local government as specific cases.

Students mentioned in the sub-paragraph 4 of the foregoing paragraph may apply for a change of major beginning from the second year of study with the approval of Academic Affairs Meeting.

Article 5 Students applying for a change of major (department/college/program) shall do so in accordance with the time-table set forth in the university's school calendar; no late applications will be accepted.

Article 6 Students applying for a change of major (department/college/program) shall obtain the signature of parents or the legal guardian before presenting their application forms to the chairman of both their current department and the department into which they seek entry as well as the college dean for approval. Once obtaining the approval, applications shall be sent to Registration Section of Office of Academic Affairs for an initial review and then approved by Academic Dean.

Article 7 Students applying for a change of major (department/college/program) shall satisfy rules and meet requirements of the accepting department/college/program. YZU Criteria for Reviewing Applications for Change of Major shall be established by the university separately.

Article 8 Students granted approval to change their major (department/college/program) shall not file for a change in or withdrawal of their application. For demoted change major students who lower their year level into the new department/college/program, the overlapping portion of the study term shall not be included in the counting of the study term limit in the new department/college/program.

Article 9 Inter-department/college/program transfers shall be processed in accordance with these foregoing regulations.

Article 10 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.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**