**CTU Regulations for Credit Exemption**

Amended and passed at Academic Affairs Meeting on Jan. 7th, 2009

Amended and passed at Academic Affairs Meeting on Oct. 19th, 2009

Article 1 This regulation is established to handle matters related to student’s credit exemption procedures; there may be other regulations pertaining to extenuating circumstances.

Article 2 The following CTU students may apply for credit exemption：

1. Undergraduate students who have transferred from other departments.
2. Students who have transferred from other universities.
3. Students who had met requirements for outdated programs ( including re-enrolled students)
4. Freshmen who have retaken the entrance examination.
5. Students who have received course credits from the CTU Extension Program and who are now formally enrolled at CTU.
6. High school students who have studied CTU curriculum and passed the entrance exam in order to be formally enrolled.

Article 3 The rules for the credit exemptions are as follows：

1. The rules for exempting courses include： (1) The names and the contents of the two courses must be the same or similar, (2) the names of the two courses are different but the course content is the same and (3) the names of the two courses are different but the contents are similar.
2. When exempting a course for another course of less credit hours, the latter one shall be recorded on the student’s transcript; when exempting a course for another course of more credit hours, the chair of the pertinent department must designate the course to take in order to make up for the difference.
3. Students who graduated from a five-year junior college may use the courses completed during the last two years of their study to qualify for exemption according to the first rule of Article 3.
4. When evaluating the application for exemption, the individual departments may request that the applicant undergoes an interview or examination; upon passing the interview or the exam, the exemption can be granted.

Article 4 The total credits of students applying for credit exemption should be within the limit of the required credits for the semester.

Article 5 If the approved exemption exceeds two-thirds of the required credits and is therefore less than the minimum of the required credits, the student may request advancement into the higher year level. The student shall be placed into the appropriate year level based upon the amount of total credit hours exempted, and shall complete at least one year of study. Physical education cannot be exempted, except for those who advance into a higher year level. To encourage students who have taken course credits at CTU Extension Programs, they may request exemption with the approval of their pertinent department and graduate earlier.

Article 6 The rules for approving the credit exemptions are as follows：

1. University and Junior College
2. Freshmen’s exemption shall not total more than the maximum of the required credits for the first year courses in their department.
3. Exemption of students transferring into the second year shall not exceed the maximum required credits for the first year courses of the department they transfer into.
4. Exemption of students transferring into the third year shall not exceed the maximum required credits for the first and second year courses of the department they transfer into.
5. Students transferring into CTU’s two-year program may have a certain number of credits exempted according to the course credits they earned in the technology college or university they transferred from.
6. Graduate School

The maximum number of credit hours that can be exempted must not exceed one-half of total credit hours required for graduation as stipulated by the individual department, with the exception of those covered under special rules.

Article 7 Re-enrolled students’ graduation course credits are handled in accordance with the curriculum guidelines in the original year of their enrollment. They should apply for credits exemption according to the CTU regulation for credit exemption if the primary course names and credit numbers are different from those after their re-enrollment.

Article 8 Courses which transferred students completed with a passing grade at their original schools can be classified as elective course credits after the approval of the chair of their department or institute at CTU.

Article 9 Each country has different systems of curriculum. Foreign students should include their grade transcripts with their application for credit exemption to apply for transfer into this university. The approval of their applications shall be decided by the evaluating committee (including the staff listed in Article 11) who will examine their documents to decide whether to accept the number of credits that can be exempt, as well as the academic year in which the student may transfer to CTU.

Article 10 After transferring into this university, foreign students’ unaccredited freshman courses, such as the courses entitled Youth Passport and Labor Education can be exempted.

Article 11 The application of course exemption should be handled simultaneously with enrollment and registration. Common courses are reviewed by the General Education Center. Physical education is reviewed by the Physical Education Office. Military training is reviewed by the Military Training Office. Professional courses are reviewed by the pertinent department. The applications for credit exemption shall be re-approved by the office of Academic Affairs.

Article 12 Before entering this university, students who have completed courses with a passing grade at Open University and Supplementary Junior College, specialist tutorial school, foreign university or institution approved by the Ministry of Education may request exemption in accordance with the relevant rules.

Article 13 The grades for exemption or make-up courses should be recorded and noted as such in the academic transcript.

Article 14 This Regulation and any amendments hereto shall be announced and implemented after being passed at the school's Academic Affairs Meeting.