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Unit in charge: Div. of Registration and Curriculum

Title: Providence University Regulations on Credit Transfer

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Providence University Regulations on Credit Transfer

[Amended at the Academic Affairs Meeting on March 6, 2024.](#)

Article 1 The Providence University Regulations on Credit Transfer (hereinafter referred to as the “**Regulations**”) are established in accordance with the *Providence University Academic Regulations* to handle the issues on student credit transfer.

Article 2 The Regulations set the rules and regulations on students’ credit transfer, acceptance, and waiver. Terms used in these Regulations are defined as follows:

“**Transfer**” refers to the number of credits of the subject accepted with “Transferred” marked on the transcript without showing the score.

“**Waiver**” refers to the number of credits of the subject NOT accepted; the word “Waived” shall be marked on the transcript without showing the score. If the waived subject in question is a required course, the student is not required to take the subject.

“**Acceptance**” refers to both the number of credit and its score are accepted.

Article 3 The students eligible for credit transfer include:

A. those who retake the General Scholastic Ability Test (GSAT) or are readmitted.

B. transfer students.

C. those who earned the credits on a course prior to matriculation.

D. those who earned the credits on the courses offered by Continuing Education prior to matriculation.

E. those of Dual-Degree Program.

F. those who are approved for overseas studies.

G. those who scored 70 points higher (inclusive) along with certified documents in the master’s/doctoral program and the credit hours are not included in those for graduation requirements in any program.

The credits earned from Distance Learning, meeting the credit regulations stipulated in the *Enforcement Rules of the University Act* and *Enforcement Rules of the Junior College Act*, will be accepted and included in the credits needed for graduation for a maximum of one-half of the total required number of credits for graduation.

The major-changing students shall apply for credit transfer accordingly.

Article 4 The regulations on the academic level classification of students and their credit transfer are as follows:

A. For Freshman-turned-Sophomore students, the credits transferred are limited to the Freshman level courses and the total credits designated by the new department. For Sophomore-turned-Junior students, the credit transferred are limited to the Freshman and Sophomore levels courses and the total credits designated by the new department. If there are any more favorable provisions in the departmental regulations on credit transfer, the said regulations shall prevail.

The students whose credits are transferred should study the minimum credit hours effective the transferred semester.

B. The major-changing students shall follow the provisions of the preceding paragraph.

C. The undergraduate students can apply for credit transfer for the course credits earned prior to their admission to the University and apply for an upgrade of class level. However, after the credit transfer, the minimum length of study at the University is one year; two years for the students admitted with Junior College diploma. Their study should comply with the credit limits per semester to meet the graduation qualification. The regulations on class level upgrade are as follows:

1. Those who have transferred 36 or more credits are classified into the Sophomore level.
 2. Those who have transferred 66 or more credits are classified into the Junior level.
 3. Those who have transferred 96 or more credits are classified into the Senior level.
 4. It is at the Department Head's discretion to allow a transfer student, complying the stipulated credit number per semester, studying at the same level to take higher level courses.
 5. The credit number to be transferred for Freshmen who are admitted to a new-established department (class) is limited to the required credit number for Freshman year of the said department. The students are still classified into the Freshman level and their length of study is not shortened.
 6. [The undergraduate students in the two-year continuing education bachelor's program applying for credit transfer up to 36 credits are classified to the Sophomore level. The years of study at the University shall not be less than one year.](#)
- D. The students who have completed the studies at Continuing Education classes and passed the exams may apply, with the credit certificate issued by the attending university, for a discretionary credit transfer after they are admitted to the University through college entrance examination. However, after the credit transfer, the length of study at the University is a minimum of one year of study and the credits earned for graduation shall not be less than one half of the stipulated number of credits needed for graduation.
- E. In accordance with the agreement signed with the partner institutions, the students in the Joint Dual-Degree Program may apply for credit transfer for the courses passed and be classified into the appropriate level. However, it is still required to make up for the insufficient credits earned in respective years prior admission to meet the graduation qualification.
- F. Graduate students may apply for graduate credit transfer for the graduate subjects they have studied and passed prior to their admission to the University; the maximum number of transferred credits is one-half of the required number of credits for graduation (Thesis included) stipulated by the attending graduate institute. The maximum transferred credits for Pre-graduate students is two-thirds of the required number of credits for graduation (Thesis included).

Those who are eligible for the following requirements are not limited to the aforementioned restrictions, but still need to fulfill the minimum number of years of studies at the attending program at Providence University:

1. Students whose studies are incomplete at Providence University.
2. Students who are approved by Providence University to do advanced study in the doctoral programs without doing the master's.

Article 5 The scopes of credit transfer are as follows:

- A. Required credits (General Education subjects included)
- B. Elective credits
- C. Minor credits (including major-changing students or transfer students changing Major and Minor)
- D. Double Major credits (including major-changing students or transfer students changing Major and Double Major)
- E. Teacher Education credits

Article 6 The principles for handling credit transfer are as follows:

- A. The students who studied at the MOE accredited domestic and foreign colleges and passed the courses are eligible for credit transfer with one of the following conditions:
 1. The course title and content are the same as the established one.
 2. The course with a different title but the same content as the established one.
 3. The course is of the same nature as the established one regardless of its title and content.
- B. Only the credits earned in the fourth and fifth years of Junior College are eligible for

credit transfer. If the credits earned in the first three (inclusive) years of Junior College meet the stipulations in the Regulations of Credit Transfer established by the respective departments, they can be included in the scope of the application.

- C. The courses passed in the incomplete studies at the University can be included in the scope of the credit transfer application.
- D. To waive the Teacher Education credits, it is limited to the courses and credits earned at the Teacher Education Program of the original institutions attended; these transferred credits are not included in the minimum number of credits required for graduation stipulated by the respective departments (institutes).
- E. To transfer the credits earned at Minor or Double Major programs, it is limited to the students with incomplete studies at the University only.
- F. The departments offering Double Major option should follow the credit transfer regulations stipulated by the Regulations and the pertinent department.
- G. The students who had incomplete study at other colleges, after been admitted to the University through examinations, are eligible for credit transfer or exemption for the Physical Education courses passed.
- H. The credits which are already included in any requirements for graduation from both the Bachelor and graduate programs are not allowed to be applied for credit transfer. If the credits are required courses in the graduate program, students are allowed to apply for credit waiver, but they still need to earn the credits required for graduation.
- I. The attending Department may specify the valid period of various types of credits and the principles for exception handling to accommodate the necessity of knowledge update in each professional field.
- J. To ensure the regulations on credit transfer established by the attending departments (institutes) are comprehensive, after the said regulations are approved by the Department (Institute, Credit-Based Program) Faculty Meetings and College Affairs Council, the said regulations shall be forwarded to the Office of Academic Affairs for reference.

Article 7 The credit-divergent issues are handled as follows:

- A. When there is a discrepancy between the credits in question, it is handled based on the following principles:
 - 1. Where the number of credits earned exceeds that of the credit being waived at the University, the latter prevails.
 - 2. Where the number of credits earned is smaller than the credit being waived at the University, the course is denied for credit transfer.
- B. The subject that has been granted for credit transfer can not be repeated.

Article 8 The application for credit transfer must be submitted by the student in question; effective credit transfer can be obtained upon the approval of the review process. The procedures for application and review are as follows:

- A. The applications for credit transfer due to the identities/causes prescribed in Article 3 of the Regulations shall be submitted in the stipulated period. The one-time-only application is allowed for each cause; no subsequent requests for re-application or changes are allowed for any reason.
- B. The online application for the credit transfer of University required courses, general elective courses, and professional core courses should be accompanied by the official transcripts of the attended institutions.
- C. If the course to be transferred carries a different course title yet is of the same nature, the course descriptions from the attended institution should be included in the application. Late submissions without justifiable causes are deemed as waiving the rights for credit transfer.
- D. The review of credit transfer applications is processed as follows:
 - 1. The pertinent departments, centers, and offices are responsible for the preliminary review of the university-required and general elective courses; the Div. of R&C is

- responsible for the second review.
2. The Center for General Education is responsible for the preliminary review and key-in of the General Education courses; the Div. of R&C is responsible for the second review.
 3. The pertinent departments (institutes) are responsible for the preliminary review of the professional courses based on the regulations on credit transfer established by the respective departments (institutes); the Div. of R&C is responsible for the second review.
 4. The Center for Teacher Education is in charge of the review for Teacher Education credit transfer in accordance with the *Regulations on the Credit Transfer of Professional Courses in Education*.
 5. The results of the review process shall be completed prior to the first Drop/Add procedure; the Div. of R&C shall notify the students the results through e-mail. If the students have any question, they should submit a change request and complete a retroactive application prior to the end of the second Drop/Add. Late submissions are not accepted.

Article 9 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

- Adopted at the Academic Affairs Meeting on April 10, 1996.
 Amended at the Academic Affairs Meeting on April 16, 1997.
 Amended at the Academic Affairs Meeting on January 5, 2000.
 Acknowledged by the Ministry of Education in Letter No. Tai-89-Gao-2-89009816.
 Amended at the Academic Affairs Meeting on October 31, 2001.
 Acknowledged by the Ministry of Education in Letter No. Tai-90-Gao-2-90165742.
 Amended at the Academic Affairs Meeting on October 16, 2002.
 Acknowledged by the Ministry of Education in Letter No. Tai-91-Gao-2-91174466.
 Amended at the Academic Affairs Meeting on December 4, 2002.
 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0920001441.
 Amended at the Academic Affairs Meeting on March 3, 2004.
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 Amended at the Academic Affairs Meeting on October 18, 2006.
 Amended at the Academic Affairs Meeting on January 10, 2007.
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 Amended at the Academic Affairs Meeting on October 3, 2007.
 Amended at the Academic Affairs Meeting on January 2, 2008.
 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0970011838 on January 28, 2008.
 Amended by the Ministry of Education in Letter No. Tai-Gao-2-0980122690 on July 15, 2009.
 Amended at the Academic Affairs Meeting on March 31, 2010.
 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0990125728 on July 27, 2010.
 Amended at the Academic Affairs Meeting on October 6, 2010.
 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1000002516 on January 7, 2011.
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 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1020030399 on March 11, 2013.
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 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1020117004 on August 29, 2013.
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 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1040022491 on March 31, 2015.
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 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1080006861 on January 17, 2019.
 Amended at the Academic Affairs Meeting on June 19, 2019.
 Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-1080102938 on July 31, 2019.
 Amended at the Academic Affairs Meeting on May 24, 2023.
 Amended at the Academic Affairs Meeting on September 27, 2023.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between the Chinese version and its English translation.**