

# Fooyin University Credit Transfer Guidelines

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1. To provide students with a learning life that adapts to their development and maximize the effectiveness of teaching resources, the Guidelines are hereby formulated.
2. Fooyin University (FYU) students can apply for course credit transfer, where the credits count for graduation, minors, double major or educational programs. However, when students enter FYU and take courses of continuing study programs, these credits are nontransferable.
3. When the number of credits earned is different from the number of credits required for the course concerned, students shall register with the lesser number after the credit transfer and the total graduation credits shall not be reduced.
4. After the credit transfer, students shall take the minimum course credits required for each semester. They may advance the year of study depending on the credit transfer situation. Nevertheless, they are required to study at least for one (1) year prior to graduation, with the exception of special cases approved at the Academic Affairs Meeting.
5. Advancing the year of study
  - (1) Undergraduate students transferring more than 32 credits may be advanced to Year 2, and to Year 3 for more than 64 credits and Year 4 for more than 96 credits. Students transferring between departments are not allowed to apply for advancing the year of study.
  - (2) Junior college graduates can be advanced to Year 3 at most.
  - (3) University dropouts are allowed to be included, at most, in the year of study where they dropped out.
  - (4) Students shall apply for advancement in study within a specified period in the semester they are admitted and for one time only. When the application is verified, alteration or withdrawal is not allowed.
6. Credit transfer shall be applied for within a period specified by the FYU, otherwise it will not be accepted and only one application is allowed. Afterwards, with the special cases such as course alteration, department (graduate school) transfer, minor study, a double major etc., another credit transfer application is allowed but not advancement of study. For students taking a minor or a double major and thus applying for credit transfer from the previous school, if they cannot obtain the minor or the double major degree, their departments shall verify whether the credits should be included in the minimum graduation credits.
7. The principle of credit transfer between the FYU school systems:
  - (1) The courses of the same program may exempt each other.
  - (2) The courses of four-year and two-year programs may exempt each other.
  - (3) The courses of the four-year program and of Years 4 and 5 of the five-year junior college programs, or of two-year junior college programs may exempt each other.
8. Students who qualify may apply for credit transfer in accordance with the following regulations:
  - (1) Courses with the same title and content.
  - (2) Courses with different titles but the same content.
  - (3) Courses with different titles and content but of similar nature.
  - (4) Those approved by their schools to participate in FYU's tests, educational training, and research & development, shall provide relevant proofs as well as conform to regulations formulated by the departments.
  - (5) Those who are engaged in activities identical with or similar to courses before being admitted or during their study, such as work achievement, educational training, and research & development, or have obtained professional certificate, shall provide proofs as well as conform to regulations formulated by the departments.
  - (6) For credit transfer mentioned in items (4) and (5) above, if the courses are applicable to the whole

university, relevant regulations shall be formulated by course-offering units, and announced and implemented after the deliberation of the Academic Affairs Meeting.

- (7) Those who are seeking to apply for credit transfer for liberal education may take the group type as the originally required courses without subject to the restrictions imposed by items (1) to (3).
  - (8) Special cases approved by the Dean of Academic Affairs.
9. For graduate students, the total credits transferred shall not exceed 50% of graduation credits specified on the course list of their departments.
  10. The relevant regulations concerning course credit transfer, such as the examination and verification, the application deadline, and application procedure, are subject to relevant operational regulations of the Office of Academic Affairs.
  11. Uncovered matters in the Guidelines are subject to FYU rules and relevant regulations.
  12. The Guidelines shall be issued and implemented upon verification by the President after being approved at the Academic Affairs Meeting. Amendments shall follow the same procedure.