

# Fooyin University Guidelines for Exemption of Required Courses

Formulated at the Academic Affairs Meeting on January 10, 2003  
Revised at the Academic Affairs Meeting on January 9, 2009  
Revised at the Academic Affairs Meeting on September 30, 2015

1. To enhance learning effectiveness and develop adaptive teaching, the Guidelines are hereby formulated.
2. The enforcement rules, such as the exempted course names, the verification time and manner of exemption, along with the application procedure are to be drawn up by each college, approved at the Academic Affairs Meeting, and then implemented next semester.
3. The verification of exemption is executed by a written test. The test difficulty is tailored to match the level of completing the course. An oral test and/or a technical test in a laboratory may be held, if necessary.
4. Students with verified qualifications may be exempt from required courses specified on the department's (program's) course list. Other elective course, however, must be taken to make up the graduation credit requirement.
5. Regulations on exemption of required courses
  - (1) Announcement  
Each unit shall announce relevant information concerning verification of exemption in the previous semester.
  - (2) Application  
Students shall submit application for verification of exemption to each unit in accordance with the regulations concerned.
  - (3) Verification  
Each unit shall accept applications pursuant to the enforcement rules, administer a verification test one week before the end of the add/drop period each semester, and announce the results.
  - (4) Results submitted for future reference  
Each unit shall submit the verification results to the Office of Academic Affairs within three (3) days after the add/drop period has ended.
6. For students who conform to the regulations on exemption of required courses, each department (program) should guide them through the course selection process thereafter.
7. 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.