

# Da-Yeh University Regulations for Credit Transfer

Amended and Approved at the 101st Academic Affairs Meeting on December 5, 2024  
Filed for Record by Ministry of Education Letter Tai-Jiao-Gao-(2)-No. 1140001410 on January 16, 2025  
Amended and Approved at the 106th Academic Affairs Meeting on December 4, 2025

Article 1 These Regulations are enacted in accordance with Article 5 of the Da-Yeh University Academic Regulations.

Article 2 Students meeting any of the following conditions may apply for credit transfer:

1. Students who have transferred to another department (institute, division, or degree program), transfer students, or newly admitted students through any admission channel (including re-takers and junior college graduates).
2. Students who, during their study period at the University, have applied for and obtained approval to take courses outside the University, and whose credits are recognized for transfer in accordance with the regulations of each department (institute, division, or degree program).
3. Students who have obtained approval to participate in intercollegiate course selection (including summer courses), or who pursue a minor or double major.
4. Students who, in accordance with relevant laws and regulations, first completed continuing education credits and were later admitted as degree-seeking students. However, after credit transfer, the remaining study period at the University shall not be less than half of the required program duration and not less than one year. Students who are admitted to the first-year or two-year bachelor's programs using continuing-education credits as qualification for admission may not apply for transfer of those same credits after enrollment.
5. Students who completed continuing education credits before Academic Year 2019 are exempt from the preceding provision; however, their remaining study period at the University shall not be less than half of the required program duration and not less than one year.

Article 3 Credit Transfer Limits for Undergraduate Students

1. For students transferring to another department (division or degree program), those admitted to the second year may transfer credits up to the maximum of 50 credits (the total required in the first year). Those admitted to the third year may transfer up to 94 credits (the total required in the first and second years). Additional credits may be accepted for students transferring from a higher level.
2. Transfer students shall follow the preceding provisions. However, credits previously earned at Da-Yeh University are not subject to the above credit limits.

## Credit Transfer Limits for Graduate Students

1. Graduate students may transfer credits up to two-thirds of the required graduation credits (excluding thesis credits). Thesis credits may not be transferred, except for students transferring between departments.
2. A student who reenters the original department (institute, division, or degree program) within five years of leaving the University, or an undergraduate who previously obtained approval to take master's-level courses during undergraduate study and earned passing grades that were not counted toward undergraduate graduation credits, may transfer credits without being subject to the limit stated in the preceding paragraph, pending departmental approval.

## Credit Transfer for Post-Baccalaureate Bachelor's Programs

Credit transfer may not exceed three-fourths of the required graduation credits.

## Credit Transfer for Two-Year In-Service Programs

Credit transfer may not exceed two-thirds of the required graduation credits.

After credit transfer is approved, the number of credits students must take each semester and the maximum study duration for each program shall comply with the Academic Regulations and Course Selection Regulations.

Article 4     Advanced Standing Placement for Undergraduate Students

1. Students approved for credit transfer of 30 credits may apply for placement into the second year and must study for at least three years.
2. Students approved for credit transfer of 60 credits may apply for placement into the third year and must study for at least two years.
3. Students approved for credit transfer of 90 credits may apply for placement into the fourth year and must study for at least one year.
4. Students transferring to another department (division or degree program) may not apply for a placement above the admitted year level.
5. Junior college graduates may be placed up to the third year.

Post-Baccalaureate Nursing students approved for credit transfer of 32 credits may apply for placement into the second year; those approved for 64 credits may apply for placement into the third year and must study for at least one year.

Two-Year In-Service Program students approved for credit transfer of 36 credits may apply for placement into the second year and must study for at least one year.

Students admitted to newly established departments (divisions or degree programs) may not apply for advanced placement regardless of the number of transferred credits. Placement shall not exceed the highest year level currently offered by the department.

Applicants for advanced standing placement shall submit the application form, which must be approved by the department chair and the college dean and then submitted to the Office of Academic Affairs.

Applications must be completed within the period from registration to the end of the add/drop period in the semester of admission, and may be submitted only once. Late applications will be considered as forfeiting the right to apply. Once approved, advanced placement may not be changed or rescinded.

Article 5     Categories of Credit Transfer

Credit transfer may be applied to:

1. Required courses.
2. Elective courses.
3. Minor program courses.
4. Double major (degree) courses.
5. Teacher education curriculum courses.

Article 6     Principles of Credit Transfer Evaluation

1. Courses with identical course titles and content.
2. Courses with different titles but similar content or nature; syllabi must be provided for review.
3. Courses in which the student received a failing grade may not be transferred.
4. Courses taken in the first three years of five-year junior college programs may not be transferred.
5. Students in Two-Year In-Service Programs may not transfer credits earned from junior college courses.
6. Departments (institutes, divisions, or degree programs) may determine that certain courses are not eligible for transfer. If necessary, applicants may be required to take a proficiency examination; those who pass may receive credit transfer. The examination must be completed within two weeks after registration.
7. Regulations for transferring General Education, Basic English, Physical Education, and National Defense Education credits shall be established separately by the respective reviewing units.
8. Credits already counted toward the graduation requirements of any degree shall not be transferred; however, students articulating from an associate degree to a bachelor's degree program in either day or continuing divisions are exempt from this restriction.

Article 7     Calculation of Credit Transfer in Case of Credit Discrepancy

When comparing the original course credits with the Da-Yeh University course credits:

1. If the original credits exceed those of the University course, the transferred credits shall be recorded as the University's lower credit value.
2. If the original credits are fewer, students must provide additional related course credits from the original institution to meet the University's credit requirement. If the student cannot make up the deficit or if the course content or discipline differs significantly, transfer shall not be granted. Exceptions may be made for National Defense Education, Physical Education, and Basic English, which may be evaluated based on course records and hours completed at the original institution.

Article 8 Application and Review Procedures

1. Application Procedures:
  - (1) New students (including transfer students) or students transferring to another department (division or degree program) shall submit the original transcript and the credit transfer application form to their department within the period from registration to the end of the add/drop period. Applications may be submitted only once. Late applications will be considered as forfeiting the right to apply.
  - (2) Students applying under Article 2, Paragraph 1, Subparagraph 2 must complete the process within two weeks from the first day of the following semester after receiving the grades or credit certification.
  - (3) Transfer students may apply for credit transfer once during the academic year in which they transfer. Newly established courses are exempt from this restriction but remain subject to the credit limits set forth in Article 3.
2. Review Procedures:
  - (1) Department-required and department-approved required/elective courses and free electives shall be reviewed by the department chair or designated faculty members. Professional courses completed more than ten years prior to admission shall not be transferred, unless exempted under Article 6, Paragraph 1, Subparagraph 6.
  - (2) University-required General Education courses shall be reviewed by the Center for General Education; Basic English by the Center for International Language Education; National Defense Education by the Campus Security Center; and Physical Education courses by the Physical Education Office.
  - (3) The course names entered on the application form must exactly match those listed on the original institution's transcript.
  - (4) After final verification by the Registration and Curriculum Division of the Office of Academic Affairs, approved transfer credits shall be recorded on the academic transcript and marked as "Approved Credit Transfer." Students may review the results through the credit transfer platform.

Article 9 Beginning from the second semester of Academic Year 2010, credits earned from short-term study (exchange) programs at Mainland Chinese universities recognized by the Ministry of Education, as well as credits earned at foreign institutions recognized by the Ministry, may be transferred in accordance with these Regulations.

Article 10 These Regulations shall be implemented after approval by the Academic Affairs Meeting and final authorization by the President. Amendments shall follow the same procedure.

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