

# National Chung Hsing University Operating Guidelines Governing Review of Qualification of Graduates from the Bachelor's Program

Enacted in the 44<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2002  
Amended (Articles 2, 4 & 5) in the 60<sup>th</sup> Academic Affairs Meeting on Nov. 1<sup>st</sup>, 2010  
Amended (Articles 2, 4 & 5) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016

- I . These Operating Guidelines Governing Review of Qualification of Graduates from the Bachelor's Program are enacted in accordance with the official letter of the Ministry of Education under (81) Kao-Tze No. 59920 dated October 30, 1992 (hereinafter referred as These Guidelines).
- II . The graduation evaluation of graduates from bachelor program is categorized into preliminary assessment and second review to be carried out through the following operating procedures:
  1. Preliminary assessment
    - (1) Preliminary assessment unit: Division of Registration of the Office of Academic Affairs.
    - (2) Preliminary assessment method: At the end of course selection each semester, the Division of Registration of the Office of Academic Affairs will conduct a preliminary assessment for graduates of various departments and classes based on cumulative transcripts (including the courses selected in the last semester) and requirements for graduation.
    - (3) Scope of preliminary assessment: The preliminary assessment shall be conducted according to the following items:
      - A. Review of credits required for graduation (including compulsory and elective and general education courses);
      - B. Review of graduation credits required for degrees in double majors or minors;
      - C. Review of study period;
      - D. Review of credit transfer.
    - (4) Deadlines for preliminary assessment: before December 31 in the first semester, and before April 30 in the second semester.
    - (5) Preliminary assessment result: Each student's transcript shall be noted with "is expected to graduate as scheduled" or "is not expected to graduate as scheduled", and the student's graduation qualification preliminary assessment form shall be completed and submitted to the review unit for review.
  2. Review
    - (1) Review unit: Various departments.
    - (2) Method of review: Conduct the review according to the transcripts and graduation requirements of various departments (classes) provided by the unit of academic affairs.

- (3) Scope of review: same as that of preliminary assessment.
  - (4) Deadlines for review: Before January 10 in the first semester, and before May 10 in the second semester.
  - (5) Second review result: The student's graduation qualification second review form shall be completed after the review and submitted to the dean of academic affairs for verification, and then returned to Division of Registration of the Office of Academic Affairs for production of the diploma.
- III. The qualification for graduation for students who may graduate after taking summer courses shall be reviewed by the unit of academic affairs after the summer session. Students who don't meet the graduation requirements shall abide by the school regulations related to enrollment.
  - IV. Students who have completed all course credits and been reviewed to have met all graduation requirements in the last semester shall be issued with the diploma by the Division of Registration at the end of graduation ceremony upon receiving completed application form for graduation and student ID card.
  - V. The production and issuance of diplomas and name list are handled by Division of Registration pursuant to relevant requirements.
  - VI. These Guidelines shall be enforced upon approval of the meeting of academic affairs. The same shall be applicable to any amendment hereof.