

Jinwen University of Science and Technology

Student Credit Transfer Implementation Guidelines

(Jiao 008)

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1. Jinwen University of Science and Technology (hereafter referred to as the "University") establishes the "Jinwen University of Science and Technology Student Credit Transfer Guidelines" (hereafter referred to as the "Guidelines") in accordance with the "Implementation Guidelines for Continuing Education in Higher Education Institutions," the "Implementation Guidelines for Distance Education in Higher Education Institutions," Ministry of Education Letter No. 1080039411, and the University's regulations for undergraduate and associate degree programs.
2. Unless otherwise stipulated by law, credit transfer for subjects under these Guidelines shall be handled exclusively according to the provisions of these Guidelines.
3. The following students are eligible to apply for credit transfer:
 - (1) Students from departments that are discontinued, merged, or renamed, students who transferred departments, transfer students, or newly admitted students through re-examination.
 - (2) Students who completed similar or equivalent educational training before admission.
 - (3) Students transitioning between new and old curriculum, including those resuming studies or retaking failed courses from a previous curriculum.
 - (4) Students studying, conducting research, or on exchange programs abroad.
 - (5) Students who have completed credit courses in extension education programs recognized by the Ministry of Education and hold official credit documentation.
 - (6) Students who applied to withdraw from a dual major or minor program.
 - (7) Master's students who took graduate-level courses during their undergraduate studies, received grades of 70 or above, and did not count these courses toward their undergraduate graduation credits.
 - (8) Students who have completed the University's MOOCs and obtained official credit documentation for these courses.
4. Students who enrolled in the University for an associate or bachelor's degree with credits from previously completed courses may apply for credit transfer, allowing for placement in a suitable academic year based on the credits transferred. Bachelor's students must complete at least two years of study, while master's students and two-year associate degree students must complete at least one year.
 - (1) Four-year program: Students with 32 or more transferred credits may enter the second year, and those with 70 or more credits may enter the third year.
 - (2) Two-year program: Students pursuing an associate degree with 32 or more transferred credits may enter the second year; bachelor's degree students may enter the fourth year.
 - (3) Master's program: Graduate students may transfer credits up to one-half of the minimum graduation credit requirement as defined by each program (excluding thesis credits). For students who completed master's-level courses with a grade of 70 or above during their undergraduate program at this university, credits for courses not counted toward their undergraduate degree may be transferred, up to two-thirds of the total required credits (excluding thesis credits).
 - (4) For students admitted using credits from continuing education programs, these credits may only be used as eligibility for admission exams and cannot be transferred after enrollment. Such students must complete at least half of the required graduation credits and the minimum years of study for their program at the University.
 - (5) The total allowable credit transfer for new students are limited to half of the required graduation credits, while transfer students may transfer up to three-fifths of the required graduation credits. However, students who previously attended undergraduate programs at the University and then re-enroll are not subject to this limit.
5. Credit transfer criteria and conditions:
 - (1) Professional subjects passed over ten years before admission are generally ineligible for transfer. Exceptional cases may be approved by the Dean of Academic Affairs.
 - (2) Transfer applies only if the course name or content aligns with university standards, as determined by relevant department committees. Exams may be used for verification in special cases. For year-long courses with only one term passed, only that term may be exempted.
 - (3) Subjects with identical or similar content or nature may be mutually exempted.
 - (4) When credits are exempted from a higher-credit course to a lower-credit course, the credits are recorded as the lower amount. Conversely, when credits are exempted from a lower-credit course to a higher-credit course, the student must take additional courses as designated by the department to make up the credit difference. If no similar course exists, credit transfer is not allowed.
 - (5) Required courses that have not been discontinued may not be exempted with courses of different names.
 - (6) Exempted courses cannot be re-enrolled unless the transfer is later deemed invalid.
 - (7) Credit transfer must meet minimum credit requirements each semester.

- (8) Credits from the first three years of five-year associate degree programs are ineligible for transfer. Two- and five-year associate degree courses are not eligible for two-year technical bachelor's credits.
- (9) Failed courses are ineligible for exemption.
6. Credit transfer application deadlines, procedures, and review process:
 - (1) Credit transfer applications are generally permitted only once, barring exceptional reasons. Applications should be submitted within the first or second semester of the first academic year, two weeks before or one week after the start of the term (before the end of the add/drop period), along with an official transcript and completed application form, available online, to the department.
 - (2) General education courses, physical education, and national defense education courses are initially reviewed by the General Education Center, Physical Education Section, and Military Training Section of the Office of Student Affairs, respectively. Department-specific subjects are reviewed by the department and then submitted to the Office of Academic Affairs for final review.
 - (3) Transfer for bachelor's credits obtained in extension education are initially reviewed by the relevant department and submitted to the Office of Academic Affairs.
 - (4) All initial and final reviews must be completed before the add/drop period ends.
7. The following regulations apply to the recording of transferred credits:
 - (1) Students transferring departments may use their transcript from the previous department, with "Approved Credit Transfer" noted for the relevant courses.
 - (2) Transfer students should have transferred credits recorded in the academic transcript under each academic year prior to the year of transfer (grades need not be recorded). For second-year transfer students, record in the first-year section; for third-year transfer students, record in the first and second-year sections.
 - (3) New students who re-enrolled or were admitted after completing credits as required by regulations for degree eligibility should have their transferred credits recorded in the first-year section of their academic transcript.
8. For required courses that are discontinued, reclassified as electives, renamed, or have changed credit values due to curriculum revisions, departments should select similar courses for exemption. A course equivalency chart should be prepared and approved by the respective department and college curriculum committees before submission to the university curriculum committee for reference. This serves as a guide for students who transfer departments, transition between new and old curriculum, or retake courses. However, total graduation credits must remain unchanged.
9. After the credit transfer application is verified by the academic affairs office, the office should promptly notify the student's department office and the student.
10. All other matters related to credit transfers should be handled according to the University's academic regulations.
11. This Guideline, once approved by the academic affairs meeting and authorized by the President, shall be announced and implemented.