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Unit in charge: Div. of Registration and Curriculum

Title: Providence University Regulations on Changing a Major in Bachelor Programs

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Providence University Regulations on Changing a Major in Bachelor Programs

[Amended at the Academic Affairs Meeting on December 11, 2024.](#)

- Article 1 The Providence University Regulations on Changing a Major in Bachelor Programs (hereinafter referred to as the “**Regulations**”) is established in accordance with the *University Act* and the *Providence University Academic Regulations* to guide students in Bachelor Programs in their adaptive development.
The “**Department**” includes the undergraduate degree programs and divisions.
- Article 2 The attending Departments may review students’ changing major applications in writing. The review results shall be listed in descending order and be forwarded to the University Review Committee for Major Changing for approval.
The review criteria are at the discretion of the respective Departments.
- Article 3 The procedure for changing major for undergraduate programs will be handled only once per academic year. Students shall file their applications in accordance with the regulations. Upon the approval of the Review Committee for Major Changing, the said students shall transfer to the new Department in the following semester.
- Article 4 The students with one of the following conditions are not eligible for major changing:
A. Students explicitly refrained from changing majors by the relevant laws and regulations or admission brochure.
B. The students who applied for extended study.
C. Students in suspension of study.
D. Students who have studied for less than one academic year up to the semester filing the application.
- Article 5 The students can choose to change their major to the same grade or one grade lower. The students applying to change major to the same grade shall meet the following requirements: those with a minimum of one year (inclusive) of study up to the semester filing the application may apply to transfer to the second grade; those with two years of study may transfer to the third grade.
For the students applying to change major to lower grade, there is no limit as to how many grades lower they can apply to. The overlapping academic years of study in both majors shall not be included in the maximum length of study of the transfer-in major.
The Mainland Chinese students shall apply for a major change into the department opened for them during their study at the University.
Daytime and evening school students can only transfer within the same school system. Students in a two-year and four-year bachelor’s program in the evening school cannot transfer between each other’s school system.
- Article 6 When applying for a major change, the student can specify one transfer-in major and grade or two transfer-in majors and grades specifying the priority in the application form. Once the priority is set, it is irrevocable and shall be reviewed by the respective departments. If the first-ranked major is approved by the review committee, the application of second-ranked major is deemed invalid. Even if the score of the second-ranked major meets the review criteria, the applicant cannot claim to change the result.
After the review committee approves the transfer list, the procedure is concluded. If the students who passed the major-change review have withdrawn from the University or transferred to other institutions, their vacancies will not be filled and the approval list will remain unchanged.
- Article 7 The procedures for changing a major are as follows:

- A. Within the designated timeframe, the applicants shall log on to the e-Campus, make a hard copy of the Application Form for Changing the Major, and submit it to the transfer-in department along with the relevant documents. Those who failed to apply within the timeframe are deemed to be non-applicants. Students under 18 years old require a Letter of Parental Consent.
- B. The Department Review Committee shall review the applications and the review results shall be listed in descending order and be forwarded to the University Review Committee for Major Changing for approval.
- C. The Office of Academic Affairs shall convene the University Review Committee for Major Changing Meeting to review the submitted results of the Department evaluations in accordance with the transfer quota of the respective departments based on the preferred selection before announcement.

Article 8 The University Review Committee for Major Changing Meeting consists of the Dean of Academic Affairs and the Deans of respective Colleges with the Dean of Academic Affairs as the convener.

Article 9 In addition to the 20 percent limit of the admission quota set by the MOE, the vacancies caused by retention of admission qualification, withdrawal from school, or additional quota are not included in the transfer-in quota for each department and grade.

Article 10 After the approval of review committee, the applicants of major changing cannot ask for further changes nor withdrawal. However, the University may revoke it in one of the following circumstances:

- A. After filing the application for changing the major, the applicant withdrew from school before enrolling in the transfer-in department, causing insufficient minimum years of study stipulated in Paragraph 2, Article 5 of the Regulations.
- B. The applicant committed fraud or other violations in major changing process.
- C. Those who are barred from changing major by regulations.

Article 11 In case of enrollment suspension of a department, after weighing students' inclination and the said department's evaluation, a special application can be submitted to the Dean of Academic Affairs for approval and transfer the said students to other majors of the similar nature.

Article 12 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on March 17, 1993.

Amended at the Academic Affairs Meeting on June 21, 2000.

Amended at the Academic Affairs Meeting on June 9, 2004.

Amended at the Academic Affairs Meeting on March 1, 2006.

Amended at the Academic Affairs Meeting on October 3, 2007.

Amended at the Academic Affairs Meeting on March 31, 2010.

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Amended at the Academic Affairs Meeting on May 29, 2013.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1020117004 dated August 29, 2013.

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Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1030021391 dated March 13, 2014.

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Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1040104955 dated August 21, 2015.

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Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1050018501 on February 24, 2016.

Amended at the Academic Affairs Meeting on March 9, 2016.

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Amended at the Academic Affairs Meeting on September 27, 2023.

Amended at the Academic Affairs Meeting on May 22, 2024.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**