

TKU Lacking Credit Notice and Regulations

"Lacking in Credits List of Compulsory Courses for Graduation"

All three of the required credits for graduation, compulsory subjects and credits, and elective credits of the department listed in the table must be completed.

I. Graduation credits

(1) The cumulative actual credits on the transcript or the are NOT equal to the cumulative graduation credits.

(2) The credits of the following subjects are NOT included in the graduation credits:

1. Departments' do not recognize subjects as graduation credits. (Please contact your own department: in DDIR for example: we cannot recognize Chinese-taught subjects)
2. Taking the repeat subjects.
3. Credits for Physical Education, and Sport or Competition and Performance courses, and National Defense Education and Military Training.
4. Alternative courses for foreign language proficiency test, such as English Tutorial, Japanese Tutorial, learning German Tutorial etc.
5. " Learning and Practice of Clubs" only passed the A (An Introduction), but has not yet passed the B (Participation in Activities) and C (Administering activities)
6. Education Program course credits.(Education Program, i.e.教育學程)
7. Minor and double major credits. (If the accumulative graduation credits listed in the **Lacking in Credits List** have not been deducted, the students must deduct this by themselves)

(3) If there are other special regulations on the recognition of the graduation credits of the department, the form cannot list or deduct the credits, and the Registration Section, Office of Academic Affairs will manually review it. Please contact your own department for the special regulations of each department, as NOT to be unable to graduate due to insufficient graduation credits.

(4) Students whose graduation grade is equivalent to the second grade of a domestic senior high school and who have graduated from a similar school at the same level in foreign countries or in Hong Kong and Macau, and those who enroll with the same academic qualifications, shall increase their required graduation credits within the prescribed period of study. Can check TKU Study Regulations Article rule no.,43, item 3.

II. Required credits and subjects currently missing (About Lacking in Credits system instruction)

(1) The missing compulsory credits do not include the missing credits of the Q group. If there are missing courses, the missing credits must be added.

(2) Missing compulsory subjects:

1. If the "Foreign Language Q Group" is listed: you need to make up Q group credits (in your sophomore year)
2. if General Education and Core Course is listed "Filed": means free group, you can add any group you want.
3. If "English Proficiency Test" is listed: you need to check with your own department
4. if Learning and Development (i.e University Learning)is listed "N": you need to take University Learning
5. if Extracurricular Activities and Team Development (i.e. Club ABC parts) is listed "K" Club credits: you need to check B (Participation in Activities) or C (Administering activities) parts

6. Physical Education (PE): you need to take **4 times** no matter which year or semester
7. "Community Service" should be **taken twice before graduation**, regardless of academic year and semester.
- (3) Subjects in each department's professional group should be taken in the first and second semesters, and the credits should be calculated from the first (I) and second (II) semesters (for example: Department of History, Department of Chinese). If you only take one semester, you must check the class of the semester you are missing. Please contact with your own department.
- (4) If the name of the remedial subject is the same as that of the compulsory subject but the sequence is different (for example: if the sequence of the compulsory subject is 1 or 2, but the sequence of the remedial subject is 0), an application form for an alternative subject must be filled out. It can only be recognized as a compulsory subject after approval.

III. The current lack of elective credits in your own department

- (1) If there are other special regulations for elective credit recognition of the department, the form cannot list or deduct credits, and the Registration Section, Office of Academic Affairs will manually review them. Please contact your own department for the special regulations of each department, as NOT to be unable to graduate due to insufficient electives in this department.
- (2) Substituting elective subjects of the department for compulsory subjects (approved due to changes in the curriculum), the elective subjects will be compulsory credits after replacement, and will no longer be counted as elective credits, and the elective credits of the department must be supplemented.

IV. Minor, Double Major, and Education Program

- (1) For Minor and Double Majors, the year of qualification approval shall be the graduation review year.
- (2) Those who have the qualifications of Minor, Double Major, and Education Program MUST meet the graduation requirements before they can graduate.
 - Those who wish to withdraw from the Minor, Double Major, and Education Program must apply for waiver.
 - Those who want to transfer their qualifications of Education Program to the graduate school for further study must go through the relevant procedures at the [Center of Teacher Education](#).Otherwise, they will NOT be able to receive a degree certificate even though they have met the graduation requirements of their respective departments.
 - ※Organizer: ①Minor and Double Major--Counter No. 2~5 of the Registration Section, Office of Academic Affairs ②Education Program--Teacher Training Center.
- (3) Minor, Double Majors, and Education Program are reviewed manually. The missing courses can NOT be listed on the **Lacking in Credits List**, please check by yourself.

- V. **The Lacking in Credits List is the information after preliminary calculation by the graduation review system, and it is only for students' reference.**
- VI. **Please note that other graduation requirements: The number of semesters of study (excluding Deferring Study) must be 8 semesters.**
- VII. If there is any revision of this Note, it must be approved by the Dean of Academic Affairs.