

Management Measures for the Transfer of Majors for Full-time Undergraduate Students at Hunan City University

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Chapter 1: General Principles

Article 1 In order to fully embody the educational philosophy of "student-centered" and further stimulate students' learning enthusiasm and initiative, as well as promote their free and comprehensive development and individual growth, these measures are formulated in accordance with the "Regulations on the Management of Students in General Higher Education Institutions" (Ministry of Education Order No. 41) and other relevant documents.

Article 2 On the premise of ensuring the normal teaching and management order, and after fully considering the existing teaching resources and conditions of the university and colleges, efforts will be made to provide students with the greatest possible convenience for transferring majors.

Article 3 The major transfer process follows the principles of standardized procedures, fairness, and merit-based adjustments. It is mainly aimed at first-year undergraduate students. Students are allowed to transfer majors only once during their time at the university. Once the transfer application is approved by the university, no further changes to the major will be permitted.

Chapter 2: Types and Conditions for Major Transfer

Article 4 The transfer of majors is divided into two types: general situations and special situations.

(I) General Situations

Students applying to transfer to new engineering or new liberal arts programs (as registered by the Academic Affairs Office) or to majors in music, fine arts, or physical education will undergo an assessment and interview organized by the college offering the new major, and a list of recommended transfers will be determined. Other students must participate in a major transfer exam organized by the Academic Affairs Office.

1. For majors that admit students from liberal arts/history or both science/physics, the exam subjects will be "University Computer Fundamentals," "Ideology and Morality and the Rule of Law," or "Outline of Modern Chinese History."

2. For majors that admit only science/physics students, the exam subjects will be "University Computer Fundamentals" and "Advanced Mathematics."

3. Depending on the academic needs of the new major, additional professional exams may be required.

(II) Special Situations

Students who meet any of the following conditions may apply for a major transfer:

1. Those with specific talents or strong interests in the major they wish to transfer to.

2. Those who suffer from certain illnesses or physical disabilities.

3. Students who have retired from the military or returned to school after starting their own business.

4. Students whose original major has been suspended or canceled upon re-enrollment after taking a leave of absence.

5. Other special circumstances not mentioned above.

Article 5 The following students are not allowed to transfer majors:

1. Directed students, students transferring from vocational teacher training programs, students of the "specialized-to-bachelor" program, and students enrolled in Sino-foreign cooperative education programs.

2. Students who have received a warning or more severe disciplinary action after enrollment.

3.Students who are currently on leave, have their enrollment status suspended, or are subject to expulsion.

4.Students in music, physical education, or fine arts programs who wish to transfer to other programs.

5.Students whose college entrance examination subject selection or results do not meet the requirements of the target major.

6.Students who provide false materials or engage in fraud regarding their major transfer application.

7.Students whose transfer is prohibited by relevant regulations from higher authorities.

Chapter 3: Major Transfer Procedure

Article 6 The university will establish a Major Adjustment Review Working Group, responsible for matters related to major transfers. The leader in charge of undergraduate education will serve as the group leader, and members will include key leaders from the Academic Affairs Office, the Discipline Inspection Office, and the Supervisory Office. The review working group will have an office, with the Director of the Academic Affairs Office also serving as the office director.

Article 7 General Procedure for Major Transfer

1.Student registration.

2.Participate in the major transfer exam or assessment at the end of the first semester of the first academic year.

3.The Academic Affairs Office will conduct an initial review of the list of students who intend to transfer.

4.The university leader in charge of undergraduate education will review the list.

5.The Academic Affairs Office will publicize the list.

6.The University President's office will approve the list.

7.Complete the procedures for major adjustment.

Article 8 Special Procedure for Major Transfer

1.The student applies within 30 days before the end of the second semester of the first academic year, filling out the "Hunan City University Major Transfer Application Form" (Appendix 1), along with relevant supporting documents and a personal commitment letter (Appendix 2).

2.The signature of the Dean of the student's current college approving the transfer.

3.A comprehensive evaluation by the receiving college, with the Dean's signature of approval.

4.The Academic Affairs Office will conduct an initial review.

5.The university leader in charge of undergraduate education will review the application.

6.The University President's office will approve the transfer.

7.Complete the procedures for major adjustment.

8.If the student does not meet the academic entry requirements, they are, in principle, required to transfer to a lower-level major.

Article 9 For students who are returning to school after military service or entrepreneurship, or for students whose original major is no longer available or has been canceled upon re-enrollment after a leave of absence, the major transfer procedure will be based on relevant higher authorities' policies. With the approval of both the current and receiving colleges, the Academic Affairs Office will review the case, and the university leader in charge of undergraduate education will approve the transfer.

Chapter 4: Management of Students Transferring Majors

Article 10 Before the school approves the transfer to a new major, students applying for a major transfer must attend classes and participate in all activities of their original major. Students who are absent from classes, exams, or engage in other disciplinary violations without justification will have their transfer qualifications canceled, in addition to being dealt with according to relevant student status management

regulations.

Article 11 Students who are approved for a transfer to a new major must complete the required procedures for tuition payment and other matters as per the new major's requirements before they can register and start their studies in the new major.

Article 12 Management of Students After a Major Transfer

1. After transferring to a new major, students' graduation qualifications will be strictly reviewed according to the talent development program of the new major. Upon transfer, course credits will be recognized as follows:

1.1. Credits that have already been earned and meet the requirements of the new major's talent development program will be recognized by filling out the "Hunan City University Student Status Change Course Credit Recognition Application Form" (Appendix 3), which will be confirmed by the receiving college and submitted to the Academic Affairs Office for recognition.

1.2. For courses that have not been taken but are already offered in the new major, the credits must be obtained through retaking the course.

2. The receiving college must promptly handle the student status records and other documents for the transferring students, ensuring the completeness, authenticity, and standardization of the student's academic records.

Article 13 After a student transfers to a new major, the tuition fee will be charged according to the tuition standards of the new major for that academic year.

Chapter 5: Supplementary Provisions

Article 14 These measures shall be implemented from the date of promulgation. The original "Management Measures for the Transfer of Full-time Undergraduate Students at Hunan City University" (Xiangchengyuan Fa [2022] No. 129) is hereby abolished. If there are other regulations issued by higher education authorities, those shall prevail.

Article 15 The interpretation of these measures is the responsibility of the Academic Affairs Office.

Attachments:

1. Application Form for Major Transfer at Hunan City University
2. Commitment Letter for Full-time Undergraduate Students' Major Transfer at Hunan City University
3. Application Form for Course Credit Recognition of Students with Status Changes at Hunan City University

Attachments 1

Application Form for Major Transfer at Hunan City University

Serial Number:

Name		Class Student Number		Student ID Number	
Current Major			Applied Major for Transfer		
Place of Hometown			Contact Informatio		
Reason for Application (with relevant materials attached)					
Student's Signature:					
Parent's Signature:					
Opinion of the Dean of the College of Departure:			Opinion of the Dean of the College of Destination:		
Signature:			Signature:		
Date:			Date:		
Opinion of the Academic Affairs Office:			Opinion of the Responsible University Leader :		
Signature:			Signature:		
Date:			Date:		

Attachments 2

Hunan City University Full-time Undergraduate Major Transfer Commitment Letter

Name

Class Student Number:

I hereby make the following commitment:

I voluntarily apply to transfer from my original _____ major to _____ major. Before the school approves my transfer to the new major, I will continue to participate in the study and all activities related to my original major. If I am absent without reason, skip exams, or engage in any other disciplinary violations, I agree to have my qualification for major transfer canceled.

I have carefully read and understood the relevant policies on major transfer, and I solemnly promise that once the transfer procedures are completed, I will not reverse my decision. After the school approves my transfer to the new major, I guarantee that I will follow the procedures and pay the tuition fees according to the requirements of the new major.

Committer:

Parent's Signature:

Date:

Attachments 3

Hunan City University Student Status Change Course Credit Recognition Application Form

Printed on November 28, 2022

College		Name		Student ID		Contact Number	
Previous Grade and Major				Current Grade and Major			
Previous Grade Class		Major		Current Grade		Major	
Reason for Application: Leave of Absence and Reinstatement () Major Transfer () School Transfer () Military Service and Reinstatement () Exchange to Partner Institution () Downgrading () Other ()							
Applicant's Signature:						Date:	
Courses to be Taken in the Professional Semester (Fill in according to the course schedule for the professional semester; student to fill in)			Courses to Apply for Credit Recognition (Courses that have been passed or scored 60 or above, to be filled in by the student)			Teacher's Opinion	Teacher's Signature
Semester	Course Name & Course Code	Credits	Semester	Course Name & Course Code	Credits	Grade	Agreement or not
Opinion of the College the Student Belongs to (Official Seal): Date:				Opinion of the Academic Affairs Office (Official Seal): Date:			

Note:

1. The required courses for the major should be those offered according to the semester execution plan, filled out based on the course schedule.
2. The courses for credit recognition should be the same or similar courses that have been completed, with a grade of "pass" or 60 (inclusive) or above. The content of the course should be consistent or mostly the same. These should be listed in the same row as the required courses.
3. After the student fills out the form, the current course teacher must sign for confirmation. The application form should be submitted collectively by class to the college's academic affairs office.
4. After the signature of the Vice Dean of Teaching in the student's college, the form is sent to the Academic Affairs Office for approval. The Examination and Student Records Management Center will handle the course credit recognition.
5. If the course names are the same and the credits for the completed course are higher than the credits for the course to be recognized, the student does not need to obtain the course teacher's signature.
6. The student's application must be accompanied by an official transcript and the course schedule (printed by the student online).
7. The original form should be submitted to the Academic Affairs Office's Examination and Student Records Management Center, and a copy should be kept by the student's current major department and the course teacher.
8. The course credit recognition should be completed within two weeks after the student's academic status changes to the

new class.