

Regulations on Student Status Administration of Shanghai Donghai College

General Provisions

These regulations are formulated to implement the Party's educational policy, enforce the *Education Law of the People's Republic of China* and the *Vocational Education Law of the People's Republic of China*, and cultivate high-skilled talents who uphold the leadership of the Communist Party of China, achieve all-round development in morality, intelligence, physical fitness, aesthetics and labor literacy, and meet the needs of frontline production, construction, administration and service sectors. In accordance with the *Provisions on the Administration of Students in Regular Institutions of Higher Education* (Ministry of Education Order No. 41) and in light of the actual conditions of the College, these regulations are hereby formulated.

Chapter I Admission and Registration

Article 1

Freshmen admitted in accordance with national student recruitment provisions shall complete admission procedures on schedule by presenting their Admission Notice and other documents specified by the College. Those who are unable to register on time due to legitimate reasons shall submit a leave application to the College within the prescribed period, with the leave duration not exceeding two weeks. Those who fail to submit a leave application, whose application is rejected, or who overstay their leave without valid force majeure shall be deemed to have forfeited their admission eligibility.

Upon completion of secondary vocational studies by students under the Secondary-Higher Vocational Integrated Training Program, the higher vocational college shall submit the list of students eligible for progression to higher vocational education to the Municipal Education Examination Authority (the list shall bear the official seals of both participating secondary and higher vocational institutions). After the Municipal Education Examination Authority submits the student list to the Ministry of Education in accordance with relevant provisions, the higher vocational college shall complete electronic student status registration for new students. During registration, the label "(Secondary-Higher Vocational Integrated Training)" shall be appended to the major name of such students on the China Higher Education Student Information Platform.

The admission and registration requirements for students under the Higher Vocational-Undergraduate Integrated Training Program shall comply with the standards applicable to regular full-time higher vocational students of the College.

Students under the Secondary-Higher Vocational Integrated Training Program who complete their secondary vocational studies and successfully qualify for progression to higher vocational education but voluntarily waive their higher vocational admission eligibility may apply to their original secondary vocational school for a secondary vocational graduation certificate.

Article 2

Upon freshmen registration, the College shall conduct a preliminary review of admission eligibility. Only those who pass the review may complete admission procedures and student status registration. If any inconsistency is found between the Admission Notice, candidate information and the applicant's actual identity, or if the applicant is found to have violated national college entrance examination recruitment rules, their admission eligibility shall be revoked.

Article 3

For freshmen diagnosed by a Grade A Class II or higher hospital designated by the College as temporarily unfit for on-campus study but capable of meeting health admission standards after treatment, the College may approve a one-year retention of admission eligibility upon student application via the Academic Affairs Office. The student shall complete off-campus departure procedures within two weeks from the date of approval. During the retention period, the student shall not have official student status, shall not enjoy the benefits of on-campus students or medically suspended students, and shall receive medical treatment at home or their original workplace.

For students enlisting in military service, admission eligibility shall be retained for two years after discharge from military service.

Students with retained admission eligibility shall submit an admission application to the College before the expiration of the retention period. Those who pass the College's review may complete admission procedures; those who fail the review shall have their admission eligibility revoked. Those who fail to complete admission procedures on time without justifiable reasons shall be deemed to have forfeited their admission eligibility.

Article 4

Students who recover from illness during the admission eligibility retention period shall submit an admission application to the Academic Affairs Office two months prior to the commencement of the next academic year, together with health examination and diagnosis certificates issued by a Grade A Class II or higher hospital. Students with infectious diseases shall provide test reports with normal indicators for the latest three months. Admission procedures may only be completed after passing re-examination at the College Infirmary. Those who fail the re-examination or fail to complete admission procedures on time shall have their admission eligibility revoked.

Article 5

Within three months after student admission, the College shall conduct a comprehensive review in accordance with national student recruitment provisions, covering the following key contents:

1. Whether the admission formalities and procedures comply with national recruitment regulations;
2. Whether the admission eligibility is authentic and in line with relevant recruitment provisions;
3. Whether the student's identity documents are consistent with the Admission Notice and admission files;
4. Whether the student's physical and mental health conditions meet the physical examination requirements of the admitted major or major category and enable normal on-campus study and daily life;
5. Whether the professional proficiency of students admitted through special recruitment channels such as art and sports meets the admission criteria.

Students found to have practiced fraud or irregularities during the review shall be deemed unqualified and have their student status revoked; those with serious violations shall be referred to relevant competent authorities for handling.

If the review confirms that a student's physical and mental conditions are unsuitable for on-campus study and home recuperation is required as diagnosed by a designated Grade A Class II or higher hospital, the student may retain admission eligibility in accordance with the provisions of Article 3 herein.

Article 6

At the beginning of each semester, students shall complete tuition payment and registration procedures in accordance with College regulations.

Students who are unable to register on time shall go through leave procedures in advance (medical leave requires a certificate issued by a Grade A Class II or higher hospital) to apply for deferred registration; failure to do so shall be recorded as unexcused absence from classes.

Students who are absent from campus for more than two weeks without approved leave shall be subject to automatic withdrawal.

Students who cannot pay tuition on time due to legitimate reasons shall submit an application for tuition deferral and deferred registration to their affiliated school within two weeks of the semester start. The maximum deferral period shall not exceed three months from the first day of the semester, and the Academic Affairs Office shall complete approval procedures within three weeks of the semester opening. Students with approved tuition deferral may participate in regular teaching activities.

Applications that are rejected require full tuition payment and registration within two weeks upon receipt of the rejection notice to resume normal studies. Students who

fail to settle tuition within the prescribed time limit shall be deemed to have withdrawn automatically, and shall be prohibited from participating in all teaching activities and course examinations. Credits obtained from unauthorized class attendance and examination participation shall not be recognized.

Financially disadvantaged students may apply for national student loans or other forms of financial aid and complete registration after finishing relevant formalities.

Chapter II Academic Assessment and Grade Recording

Article 7

All students shall participate in course assessments specified in the College's teaching plans. Assessment results shall be recorded in the official student transcript and filed in the student status archive.

Assessments are divided into two categories: examinations and coursework evaluations. The grading systems adopted include the 100-point scale, five-tier scale (Excellent, Good, Medium, Pass, Fail), and two-tier scale (Pass, Fail).

The overall course grade assessment criteria are as follows: formative assessment accounts for no less than 60% of the total grade for coursework-based courses, and no less than 50% of the total grade for exam-based courses (excluding courses with full-process assessment).

The assessment and appraisal of students' ideological and moral conduct shall be conducted through self-summary, democratic evaluation by teachers and peers, and other specified forms.

Physical Education grades shall be comprehensively evaluated based on attendance, in-class teaching performance and extracurricular fitness activities. Students who fail to meet the attendance requirements for extracurricular fitness activities shall receive a failing grade in Physical Education.

Grades for internships and practical training shall be recorded on either the five-tier scale or 100-point scale according to actual training arrangements.

Students who fail a course assessment shall be arranged a supplementary examination within the prescribed time limit. Courses passed via supplementary examination shall be recorded as 60 points or "Pass"; failing results shall be recorded as the actual score obtained in the supplementary examination.

Article 8

Students who fail course assessments during their studies may take supplementary examinations at the start of the next semester, retake relevant courses, or complete course retakes and supplementary examinations within two years after graduation.

1. Semester supplementary examinations and course retakes: Supplementary examinations for courses failed in the previous semester shall be organized within the first two weeks of each semester. Students who fail the supplementary examination shall be provided with a course retake opportunity according to their study schedule.

2. Retakes and supplementary examinations within two years after graduation: Eligible graduates shall submit applications to their affiliated secondary schools to retake courses, take supplementary examinations, or redo graduation designs and internship reports.

The College shall establish and improve the management system for student academic transcripts and student status archives, truthfully and completely record and issue student academic results, and mark all credits obtained through supplementary examinations and course retakes.

Article 9

Students who seriously violate examination discipline or commit academic cheating shall have their grades for the relevant course invalidated and shall be ineligible for the semester supplementary examination of the course. Corresponding disciplinary sanctions shall be imposed according to the severity of the violation or cheating act. Students who receive sanctions of Warning, Serious Warning, Demerit or Academic Probation may be granted one course retake opportunity if they show obvious improvement in conduct after education and correction.

Article 10

Students who are unable to take examinations due to illness or other legitimate reasons shall apply for deferred examination before the examination date (medical leave requires a hospital diagnosis certificate and physician's sick leave slip). Applicants shall fill out the Deferred Examination Application Form, obtain comments from their student counselor, and submit it to the Academic Affairs Office for official approval.

If deferred examination procedures cannot be completed before the examination, the student shall inform the counselor in advance and file a record with the Academic Affairs Office, and complete all formalities and approval procedures within three days after the examination. Students who fail to submit deferred examination applications on time shall be recorded as absent from the examination, ineligible for supplementary examinations, and assigned a zero score. The written score of the deferred examination shall serve as the final written component score, and the overall course grade shall be calculated by weighting all assessment components of the course. Students who fail the deferred examination shall not be arranged a further semester supplementary examination.

Article 11

Students who cannot participate in regular Physical Education courses due to poor physical fitness, chronic diseases or other health problems shall submit a hospital diagnosis report, fill out the Health Support Class Application Form, pass the review of the College Infirmary and confirmation of the Physical Education Teaching and Research Section, and be assigned to the health support class.

Students with health restrictions for Military Theory and Military Skills courses shall submit hospital certification and obtain approval from the Student Affairs Division to participate in designated military training modules only.

Article 12

In accordance with College regulations, students may apply to minor in other on-campus majors, take elective courses of other majors, participate in cross-college minor programs or courses, and take recognized open online courses. Course credits and grades obtained through such studies shall be recognized upon review and approval by the College.

Article 13

Students' participation in innovation and entrepreneurship practices, social practices, publication of academic papers, acquisition of authorized patents and other academic-related experiences and achievements may be converted into credits and recorded in academic transcripts. The specific implementation measures shall be formulated separately by the College.

The College shall formulate dedicated innovation and entrepreneurship management measures to encourage, support and guide students to participate in social practice and innovation and entrepreneurship activities.

Article 14

If a student suspends studies due to withdrawal or other reasons, all completed courses and acquired credits during enrollment shall be formally recorded. If the student re-takes the national college entrance examination, meets admission criteria and re-enrolls, the previously obtained credits may be recognized upon official review by the College.

Article 15

The College shall carry out integrity education for all students, record students' academic, scholarly and behavioral integrity information through appropriate channels, and establish a restraint and disciplinary mechanism for integrity violations. Students with serious integrity violations shall be given corresponding disciplinary sanctions.

Chapter III Course Retake

Article 16 Retake Modes

Two course retake modes are available: in-class retake and online retake.

1. In-class retake: Attending the regular classes of the next session of the target course together with ordinary students.
2. Online retake: Participating in special online retake courses offered each semester.

Article 17 Classification of Retake Requirements

1. Mandatory Course Retake

Students who miss more than one-third of the total class hours of a mandatory course due to unexcused absence, personal leave or medical leave, or fail to submit more than half of the course assignments, shall be disqualified from course assessment and semester supplementary examinations, and must complete an in-class retake.

Students who are absent from the final examination of a mandatory course shall be barred from semester supplementary examinations and required to retake the course (online retake permitted).

Students who fail the semester assessment of a mandatory course may take the semester supplementary examination; those who still fail or are absent from the supplementary examination must retake the course (online retake permitted).

2. Elective Course Retake

Restricted electives shall follow the same retake rules as mandatory courses.

For general electives, students who miss more than one-third of total class hours or fail to submit more than half of the assignments shall be disqualified from course assessment and must complete an in-class retake. Students who are absent from the elective final examination or fail the assessment may choose online retake.

3. GPA Improvement Retake

Students who are dissatisfied with the GPA of a completed course may apply for in-class retake. All grades obtained through retake shall be truthfully and completely recorded in transcripts.

4. Retake for Examination Disciplinary Violations

Students who receive a failing grade due to examination violations may apply to the Academic Affairs Office for course retake after acknowledging and correcting their mistakes (online retake permitted).

Article 18 Retake Procedures

1. In-class Retake Procedures

Students shall complete retake registration and course selection via the academic management system within the first two weeks of each semester. Course instructors shall inquire about the list of retake students through the system and complete teaching organization, examination administration and grade entry procedures.

2. Online Retake Procedures

Students shall initiate online retake enrollment within four weeks after the start of each semester (after supplementary examination grades are recorded). The course-offering department shall assign instructors to organize special online retake classes according to enrollment numbers, with the same operating procedures as in-class retakes.

Chapter IV Course Exemption

Article 19

Students who meet any of the following conditions may apply for exemption from corresponding courses:

1. Students who hold valid vocational skill qualification certificates issued by national competent authorities (excluding CET-4, CET-6 and National Computer Rank Examination certificates) may apply for course exemption upon verification by their affiliated school. Course grades shall be recorded according to the grade or score specified on the certificate.
2. Students who hold valid single-subject transcripts of the Self-Taught Higher Education Examinations (valid for five years), where the course syllabus, designated textbooks and class hours are consistent with those specified in the College's talent training program, may be exempted from course attendance and assessment upon review by the course-affiliated school and approval by the Academic Affairs Office. Corresponding credits shall be awarded, and grades shall be transcribed directly from the self-taught examination transcripts.
3. Students who resume studies after suspension, change majors or repeat a year may apply for exemption from previously completed courses with identical or similar content, class hours and passing grades. Exemption shall be approved upon verification by the director of the course's Teaching and Research Section, with original course grades retained.
4. In accordance with the *Provisions on Course Exemption and Related Student Status Matters for Military Service Students*, discharged military students may apply for exemption from Physical Education I, II, III and IV (for Higher Vocational-Undergraduate Integrated Training programs), Military Skills and Military Theory (formerly Military Training and National Defense Education) by presenting military discharge certificates.

Each school shall submit the list of students approved for course exemption, together

with application forms and copies of supporting documents, to the Academic Affairs Office for filing within the first two weeks of each semester. Failure to complete formalities within the time limit shall be deemed voluntary waiver of exemption eligibility.

Article 20 Course Exemption Application Procedures

1. Students shall collect the Course Exemption Approval Form from the school academic office, fill it out truthfully and submit it for school review.
2. Students shall submit the completed Course Exemption Approval Form, together with the original and duplicate copies of academic transcripts or relevant qualification certificates, to the Academic Affairs Office.
3. Upon review and approval by the Academic Affairs Office, a written notice shall be issued to the student's school and course instructor, who shall record the exempted course grades through the academic management system.

Article 21 Grading Rules for Exempted Courses

Certificate grade conversion standards: "Pass" corresponds to 60 points, "Good" to 75 points, and "Excellent" to 85 points. All courses exempted for discharged military students shall be recorded as 90 points.

Chapter V Study Duration and Grade Retention

Article 22

The College implements an academic year credit system. The maximum study duration for regular majors and Higher Vocational-Undergraduate Integrated Training majors is five years (including suspension and grade retention periods). The maximum higher vocational stage study duration for students under the Secondary-Higher Vocational Integrated Training Program is four years (including suspension and grade retention periods).

The student status retention period of two years for military enlistment shall not be included in the maximum study duration. For students who suspend studies for innovation and entrepreneurship, the maximum study duration may be extended to seven years.

Article 23

The class hours and credit value of each course shall be determined in accordance with the talent training program of the student's major.

Article 24

Students who complete all coursework specified in the education and teaching plan (including in-class and extracurricular learning contents), pass all assessments and meet the College's graduation requirements within the prescribed maximum study duration shall be eligible for graduation.

Article 25

Students shall be required to repeat the academic year if they meet either of the following conditions after supplementary examinations:

1. The total credits of failed courses in one academic year exceed 20 credits but do not exceed 35 credits;
2. The cumulative failed course credits across two academic years exceed 35 credits.

Article 26

Final-year students shall not be arranged for grade retention and may apply for delayed graduation instead. Students whose total failed course credits in a single academic year exceed 35 credits after supplementary examinations shall not repeat the year and may be subject to withdrawal.

Article 27

Students with grade retention or delayed graduation shall be managed together with the subsequent grade cohort and pay full tuition fees, enjoying normal administrative and student support services provided by the College.

Article 28

If the subsequent grade cohort does not offer the student's original major, the student shall continue probationary study in the original class. Students who still have failed courses after one semester of probationary study shall be formally arranged for grade retention and transferred to a similar major.

Integrated training program students who are required to retain grades due to unsatisfactory academic performance shall be transferred to the regular cohort of the same major or a similar major if no subsequent integrated training cohort is available, and shall no longer participate in integrated training.

For students under the Higher Vocational-Undergraduate Integrated Training Program, the standard study duration recorded on the graduation certificate shall be 3 years for the higher vocational stage and 2 years for the undergraduate stage.

Chapter VI Major Transfer and College Transfer

Article 29

Major transfers shall adhere to the principles of fairness, impartiality and transparency, following the procedures of voluntary student application, two-way selection between students and majors, and merit-based selection via academic assessment. Major transfer applications are only accepted in the first week of the autumn semester.

Each student is allowed to apply for major transfer only once during their enrollment. Each major may set specific admission prerequisites for transfer students. Students who transfer majors shall pay tuition fees in accordance with the standard of the new major and grade cohort.

Students may apply for major transfer under any of the following circumstances:

1. The student intends to transfer to a major more suitable for their personal interests, strengths and personality to facilitate long-term development;
2. After admission, the student develops illnesses or physical disabilities (excluding those who conceal pre-existing medical conditions) that are diagnosed by a Grade A Class II or higher hospital as unsuitable for the original major but adaptable to other majors;
3. Students who resume studies after entrepreneurship suspension with proven entrepreneurial achievements, whose entrepreneurial experience matches the target major and for whom major transfer is conducive to personal development;
4. Discharged military veteran students who resume studies and need to transfer majors due to personal circumstances.

Article 30

Applications for major transfer shall be rejected for students under the following circumstances:

1. Students whose physical conditions fail to meet the admission requirements of the target major;
2. Students enrolled in art majors applying to transfer to non-art majors;
3. Students enrolled in Secondary-Higher Vocational or Higher Vocational-Undergraduate Integrated Training Programs, who are prohibited from transferring colleges or majors during the entire enrollment period.

Higher Vocational-Undergraduate Integrated Training students shall participate in screening assessment organized by the higher vocational college in their third semester. Students who fail core major courses or English courses, or have three or more cumulative failed courses (after supplementary examinations) shall be transferred to a parallel or similar major and exit the integrated training program.

4. Students of the second year or above are ineligible for major transfer.

Article 31

Students shall complete their studies at the admitting college. Students who are unable to continue their studies at the College due to illness, special hardships or special study needs may apply for inter-college transfer.

Inter-college transfer applications shall be rejected under any of the following conditions:

1. Students who have studied for less than one semester or will graduate within one year;
2. Students whose college entrance examination scores are lower than the admission scores of the target major for applicants from the same source region in the corresponding admission year;
3. Transfers from a lower academic level to a higher one;
4. Students admitted through directional employment recruitment programs;
5. No legitimate grounds for transfer.

If students need to transfer due to non-personal reasons such as changes in the College's training capacity, the College shall issue official certification, and the provincial education authority of the student's current location shall coordinate the transfer to another institution of the same academic level.

Article 32

The procedures for major transfer and inter-college transfer are as follows:

1. Intra-college major transfer: Students shall submit a written application signed by parents/guardians, obtain review and approval from both the original and target schools, and submit it to the Academic Affairs Office for final approval by the vice president in charge of academic affairs.
2. Intra-city inter-college transfer: The application requires mutual consent of both institutions, and the original college shall submit it to the Shanghai Municipal Education Commission for approval before completing transfer formalities. For cross-provincial transfers, the provincial education authority of the original student source region shall coordinate with the provincial education authority of the target region to verify eligibility and complete transfer procedures.
3. All inter-college transfer applications shall be submitted within the last two weeks of each academic year.

Article 33

In accordance with national provisions, the College shall formulate detailed inter-college transfer management measures, publicly disclose all transfer cases in a timely manner, and the receiving institution shall file transfer records with the local provincial education authority within three months after the completion of transfer.

Chapter VII Academic Suspension and Resumption of Studies

Article 34

Students may complete their studies in stages and shall finish all academic requirements within the College's maximum permitted study duration (including suspension and grade retention periods). Each student may apply for academic suspension no more than twice. The military service student status retention period shall not be included in the maximum study duration. The maximum study duration for students suspending studies for innovation and entrepreneurship may be extended to seven years.

Integrated training program students who meet suspension conditions may be approved for suspension. Upon resumption of studies, if the major no longer offers integrated training cohorts, the student shall be transferred to the regular cohort of the same major or a similar major and exit the integrated training program.

Article 35

Students shall be ordered to suspend studies under any of the following circumstances:

1. Students diagnosed by a designated Grade A Class II or higher hospital with illnesses requiring long-term medical leave that accounts for more than half of the total semester class hours;
2. Students who voluntarily apply for suspension for special reasons or for whom the College deems suspension necessary;
3. Students whose cumulative medical and personal leave absences exceed one-third of the total semester class hours according to attendance records.

Article 36

The standard academic suspension period is one calendar year. Students with special medical or other approved circumstances may apply for consecutive two-year suspension upon College approval, with a maximum cumulative suspension period of two years.

Article 37

All suspended students shall vacate campus dormitories and complete off-campus departure procedures. The College shall retain their student status during suspension, but suspended students shall not enjoy on-campus student benefits. Medical expenses of students suspended due to illness shall be settled in accordance with national regulations and the *Rules on Medical Services for Students*

of Shanghai Donghai College.

Article 38

For freshmen and enrolled students who enlist in the Chinese People's Liberation Army or Chinese People's Armed Police Force, the College shall retain their admission eligibility or student status for two years after military discharge.

Students participating in cross-college joint training programs organized by the College shall retain their student status at the College during their study at the partner institution.

During the period of retained student status, the student shall be under the administrative management of the military unit or partner institution where they reside.

Article 39

The rules for resumption of studies after suspension are as follows:

1. Students suspended for medical reasons shall submit a full recovery diagnosis certificate issued by a Grade A Class II or higher hospital and pass re-examination at the College Infirmary before resuming studies.
2. Students suspended for special non-medical reasons shall submit valid supporting documents and pass College verification confirming their ability to pursue normal studies before resuming enrollment.
3. Students shall submit resumption applications together with supporting documents one month before the expiration of the suspension period. Those who fail to complete resumption formalities on time without justifiable reasons shall forfeit their student status and be deemed to have withdrawn automatically.
4. Upon resumption, students may apply for exemption from all courses passed before suspension.
5. Students shall complete supplementary courses added due to revisions of the major training program during their suspension period.
6. The College shall conduct political review of all students applying for resumption of studies. Students who have committed serious violations of laws or college regulations during suspension may be disqualified from resuming studies.

Article 40

Students shall not apply for admission to other higher education institutions during the period of retained admission eligibility, retained student status or academic suspension.

Chapter VIII Voluntary and Mandatory

Withdrawal

Article 41

The College may impose mandatory withdrawal on students under any of the following circumstances:

1. Failing to meet the College's academic standards or complete all academic requirements within the prescribed maximum study duration;
2. Failing to submit resumption applications or failing the resumption review upon the expiration of suspension or student status retention period;
3. Suffering from illnesses or accidental permanent disabilities diagnosed by the College's designated hospital that prevent continued on-campus study;
4. Being absent from all teaching activities without approval for two consecutive weeks;
5. Failing to complete registration procedures within the prescribed time limit without applying for deferred registration;
6. Other circumstances that prevent the completion of studies and warrant withdrawal.

Students who voluntarily apply for withdrawal may complete withdrawal formalities upon College review and approval.

Article 42

Students applying for withdrawal shall submit the Withdrawal Application and Withdrawal Approval Form, obtain comments from their student counselor, secure review and approval from the school dean, submit the documents to the Academic Affairs Office for final approval by the vice president in charge of student affairs, and have their withdrawal status recorded on the China Higher Education Student Information Platform.

Article 43

Withdrawing students shall complete all off-campus departure procedures within two weeks after approval. Their academic files shall be returned to the household registration location before admission.

Article 44

Students who disagree with the mandatory withdrawal decision may file an appeal in accordance with Articles 67 and 70 of the *Regulations on Student Disciplinary Sanctions* in this handbook.

Chapter IX Graduation, Completion and Partial Completion of Studies

Article 45

Students who obtain all required credits specified in the education and teaching plan (including in-class and extracurricular credits) within the prescribed study duration shall be eligible for graduation and awarded a Graduation Certificate by the College.

Students who complete all curriculum requirements, obtain sufficient graduation credits ahead of schedule and meet the College's early graduation criteria may apply for early graduation.

Article 46

Students who complete all coursework specified in the teaching plan within the prescribed study duration but fail to meet the full graduation criteria shall be granted study completion status and awarded a Certificate of Completion.

Article 47

Holders of the Certificate of Completion may apply to their affiliated school for course retakes or supplementary examinations within two years after graduation. Upon passing all outstanding courses, they may apply to exchange their Certificate of Completion for a Graduation Certificate, with the graduation date recorded as the certificate issuance date. No certificate exchange applications will be accepted after two years of graduation. The application windows for certificate exchange are early March, early June and early September of each academic year.

Article 48

Students who withdraw after completing no less than one full academic year shall be awarded a Certificate of Partial Completion or a factual study transcript. Students subject to mandatory withdrawal shall not be issued a Certificate of Partial Completion. Students dismissed from the College shall not be issued any academic certification documents.

Article 49

Students who complete all core coursework of their major and meet the requirements of a minor program shall be awarded a Minor Program Certificate by the College.

Article 50

Students whose Graduation Certificate, Certificate of Completion or Certificate of Partial Completion is lost or damaged may apply to the College for an official

Verification Certificate, which shall have the same legal validity as the original certificate.

Article 51

Students who apply to amend personal information such as legal name and date of birth during enrollment shall provide reasonable and sufficient grounds together with legally valid supporting documents. The College may consult the provincial education authority of the student's source region and other relevant government departments to verify the supporting materials.

Article 52

The College implements the national electronic student status and academic credential registration management system, improves supporting information management measures, and completes all mandatory electronic registration procedures for student status and academic credentials in a timely manner in accordance with national provisions.

Article 53

Students who obtain admission eligibility or student status in violation of national recruitment provisions shall have their student status revoked and shall not be awarded any academic credentials. All previously issued academic credentials shall be legally revoked by the College. Academic credentials obtained through academic misconduct such as cheating, plagiarism and unauthorized copying or other improper means shall also be legally revoked.

The College shall cancel all revoked credentials with existing electronic registration records and report the revocation information to the education authority for official invalidation announcement.

Article 54

These Regulations were revised in June 2026, shall come into force on September 1, 2026, and the Academic Affairs Office reserves the exclusive right of interpretation.