Chapter 2 Change of Undergraduate Division and Change of Major

Article 2 (Concept) Change of undergraduate division means a student changing his/her affiliated undergraduate division to another undergraduate division within the University, and change of major means the transfer of major within the same undergraduate division.

Article 3 (Qualification) ① Change of undergraduate division and change of major shall be allowed only once at the beginning of the first semester in the second year of undergraduate and at the beginning of the first semester in the third year of undergraduate. However, transfer students in the third year of undergraduate are allowed to change their major at the beginning of the second semester.

② Change of undergraduate division and change of major cannot exceed 30% of the admission quota per transferred department, and the GPA for enrolled students should be 2.0 or above. However, students of discontinued majors may be exempted from this clause. <amended on Mar. 1, 2011>

③ Students seeking to change their undergraduate division may be accepted in the order of the total GPA if the number of applicants exceeds the expected acceptable students.

④ Students admitted as special talent students are not allowed to change their undergraduate division.
⑤ Change of undergraduate divisions shall be allowed only for enrolled students.

⑥ Returning students of a discontinued major may change to a major that the student seeks to change. <newly established on Mar. 1, 2011>

Article 4 (Submission of Application Form) A person seeking to change his/her undergraduate division or his/her major must gain approval from the Division Dean of the undergraduate division and the Department Chair or the major that the person seeks to leave, and submit a Undergraduate Division Transfer Request form before the cash registration date.

Article 5 (Approval) The approval for change of undergraduate division and change of major shall be granted by referring to the academic records, opinion from the Academic Advisor, then gaining approval by the President following deliberation by Department Change Deliberation Committee comprised of the present major’s Department Chair, Division Dean, Department Chair of the major to transfer, Division Dan and Dean of Academic Affairs.

Article 6 (Completion of Required Course) ① A student who has changed the undergraduate division or major must complete required credits according to the changed undergraduate division or major’s academic courses. Provided however, the already acquired credit and the academic record by the student may be acknowledged by the Division Dean of the transferred division.

② The period of attendance of a person who has changed his/her undergraduate division or major shall be calculated by reflecting previous years of attendance.