

## Ming Chuan University Procedures for Students Taking Minors in Departments, Sections, and Specialized Degree Programs

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Article 1 These regulations are in accordance with University Law and Article 25 of The University Law Implementation Bylaws and have been established for students who can not transfer to another department, section or specialized degree program but who are interested in taking courses outside the department, section or specialized degree program of their majors.

Article 2 All undergraduate departments, sections or specialized degree programs can be considered a department, section or specialized degree program wherein a minor may be taken. Each department, section or specialized degree program should set requirements in accordance with these regulations for offering courses as requirements for a minor.

Article 3 Undergraduate students can select a department, section or specialized degree program for a minor during their schooling period (not including extension of period of study).

Article 4 Each department, section or specialized degree program draws up the regulations for how to apply for a minor, section or specialized degree program and how many credits students need to complete a minor. These regulations will be announced by the Academic Affairs Division

Article 5 Students with a minor must complete a minimum of twenty required credits in the department, section or specialized degree program of the minor.

Article 6 Students must complete the minimum required credits in the department, section, or specialized degree program of their majors and take additional credits to complete their minors.

Article 7 The credits gained in the department, section or specialized degree program of the minor are regarded as elective credits for the major and are calculated together with the credits required by the department, section, or specialized degree program of the major when calculating the grade average. If students fail to complete at least half or one-third (depending on student classification) of the credits in which they are enrolled in any semester, relevant Ming Chuan University regulations will apply.

Article 8 For those students with a minor who transfer to another university or leave the university, the minor will be listed on their certificates or transcripts.

Article 9 After extending graduation for two years, any students who still have not completed the required credits for their minor in a department, section, or specialized degree program but have completed the credits for their major must give up their minor and graduate only from the department, section, or specialized degree program of their major.

Article 10 Students who complete the credits for a minor will have the minor listed on the graduation roster, transcripts and diploma.

Article 11 Students who request the university to open other classes within the time limit for degree completion must pay Credit Hour Tuition. Students who need to extend study period to graduate need only pay per credit if they take nine or fewer credits. Those who take ten or more credits must pay the total tuition for the semester.

Article 12 Students who cannot continue the minor in a department, section or specialized degree program must obtain approval from the Division of Academic Affairs to drop the minor. Completed relevant credits may be regarded as elective courses for the major. The director of the department, section or specialized degree program of the major will clarify which related courses can be counted as elective credits.

Article 13 Students with a minor in a department, section or specialized degree program may apply to withdraw from the minor and drop the relevant courses anytime up to the sixteenth week in the semester.

Article 14 Students who withdraw from the minor in a department, section or specialized degree programs cannot request tuition reimbursement for those credits.

Article 15 If there is any overlap between courses required for the minor in a department section or specialized degree program and those required for the major, the credits cannot be counted toward the minor. Students must take other required or related courses in the department, section, or specialized degree program of the minor to make up these credits.

Article 16 Upon being passed at the University Affairs Committee Meeting and submitted to the Ministry of Education for reference, these procedures were announced and implemented.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail. \*\*