

Procedures for Students Taking Double Majors

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- Article 1 These regulations are in accordance with the University Act and Article 25 of Enforcement Rules of the University Act.
- Article 2 Undergraduate students may apply for a second major in a department, section or specialized degree program of different nature any time from the second semester of their first year until the second semester of their fourth year (not including extension of period of study). For the year prior to application, the students' average grades for all subjects must be above 70.
- Article 3 In addition to the criteria in Article 2 above, the students must also obtain the approval of chairs of departments, directors of sections, or specialized degree programs to apply.
- Article 4 After students obtain the approval of the chairs of departments, directors of sections, or specialized degree programs of their first and second majors, their application must be reported to the Dean of Academic Affairs and approval by the President.
- Article 5 To earn a double major, students should not only complete all subjects and credits required for graduation by the department, section or specialized degree program of their first major, but also complete all the professional required course credits in the second major to be eligible for graduation with a double major. Students who have previously earned credits for related courses should apply for credit waiver. After the credits are waived, students who have fewer than 40 credits in the second major should take additional professional course credits as designated by the department of the second major to make up the required 40 credits.
- Article 6 Students taking a double major should follow relevant regulations on taking courses for those courses with prerequisites.
- Article 7 Students may only take required courses during the regular semester. Only in case of schedule conflict between required professional courses in the department, section, or specialized degree program of the first and second major will students be permitted to pay tuition to take courses during the summer session.
- Article 8 All credits are counted together and listed on the same transcript for each

semester. If students do not successfully complete over half of their scheduled credits, the case will be dealt with in accordance with Ming Chuan University General Provisions for Study.

Article 9 In addition to the situation outlined in Article 8 above, students will be required to withdrawal from the double major if they are not able to complete the required courses and credits. After consultation with their department chair, students who wish to finish only enough credits to qualify for graduation need to apply for withdrawal from the double major; the application must be approved by the Dean of Academic Affairs Division and kept on file in the Academic Affairs Division. Students should apply to withdraw from the department, section, or specialized degree program of the second major in the last semester of their graduating year prior to the midterm examination, or apply for one additional semester in which to complete graduation requirements.

Article 10 The time limit to complete the bachelor's degree can be extended for two years. If double major students are unable to complete required courses or credits within that period, they may apply for an additional semester or a year extension. If they still can not complete the requirements for the second major, students must graduate with a degree from only their first major.

Article 11 Students who are taking a double major and request the university to open other classes within the deadline for degree completion will be required to pay the tuition for each credit. Day Division students who need to extend their periods of study need only pay credit hour tuition if they take nine or fewer credits. Those who take ten or more credits must pay the total tuition and miscellaneous fees for the semester. Night Division students pay credit hour miscellaneous fees.

Article 12 Students who do not complete the required courses or credits in accordance with Articles 8, 9 and 10 above may have the second major listed as a minor on their diploma if they complete the credits in accordance with requirement for such a minor. If not, they can count any credits related to their major fields of study toward their graduation requirement.

Article 13 Transfer students who had been enrolled in a double major at their former university must apply a new for the second major at Ming Chuan University if they wish to continue in the double major.

Article 14 The first and second majors will both be listed on any documentation for which students apply.

Article 15 Matters not covered in these procedures will be handled in accordance

with relevant regulations.

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.