

Ming Chuan University 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 of a different nature at Ming Chuan University or another university during their schooling period (not including extended period of study).
Students who take a double major at this university do so according to these procedures. Students who apply for a double major at another university must first obtain approval from this university and the other university, then complete their second major in accordance with the regulations of the other university.
- 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 be eligible 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. 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.
The aforementioned additional major course credits can be recognized as the other electives for the original department, section, or specialized degree program.
- 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 courses and credits are counted together and listed on the same transcript for each semester and on the cumulative transcript. Credit hour load limitations and whether students fail course credits to the extent that they must withdraw from study are in accordance with the relevant General Provisions for Study regulations.
- 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 cannot 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 to meet the deadline for degree completion will be required to pay the tuition for each credit. Students who need to extend their period 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.
- 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 requirements for such a minor. If not, they can count as the elective credits related to their major fields of study toward their graduation requirement.
- Students who complete 30 course credits or more, yet could not complete all of the aforementioned additional department's required courses and credits, will be issued a Second Specialty Certificate.
- 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, these procedures were announced and implemented. Any revision must follow the same procedures.

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