

# Ming Chuan University Procedures for Students Taking Minors

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- Article 1 These regulations are established in accordance with the University Act and Article 25 of the Enforcement Rules of the University Act.
- Article 2 (Deleted)
- Article 3 Undergraduate students can select a department for a minor during their schooling period at Ming Chuan University or other universities (not including extended of period of study).  
Students who take minors at this university do so according to these procedures. Students who apply for a minor at another university must first obtain approval from this university and the other university, then complete their minor in accordance with the regulations of the other university.
- 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 No more than ten of the aforementioned additional minor course credits can be recognized as other electives for the original department, section, or specialized degree program.
- Article 7 The credits earned in the department of the minor are regarded as elective credits for the major and are included with the credits required by the department of the major when calculating the academic grade average. 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 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 are recognized as elective course credits for the major upon approval of the director of the department, section or specialized degree program of the major.  
Students who completed 10 credits or more of the above courses, yet could not complete all the required courses and credits aforementioned, will be issued a Minor Second Specialty Certificate.
- 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, 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.\*\***