

Guidelines for Students Seeking a Double Major at

National Central University

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- Article 1 These guidelines are established in accordance with Article 28 of the *University Act* and Article 33 of the University's *Study Regulations*.
- Article 2 Students in the University's undergraduate program may apply for a double major in two substantially different departments or programs beginning with their second year until the first semester of their final year (excluding any extended periods of study). What constitutes "substantially different departments or programs" shall be determined by the individual departments or programs.
- The term "program," as used in these guidelines, refers only to degree-conferring programs.
- Article 3 Students applying for a double major should file their applications with their original department or program within the application period specified in the University's school calendar. After review, the applications of those students found eligible to pursue a double major shall be sent to the corresponding heads of the department or program in which the student intends to pursue the second major; if consent is granted, the application will be sent to the Dean of the Office of Academic Affairs for final approval.
- Each department or program may determine the eligibility requirements for pursuing a double major in its respective department or program and make them known to the public.
- Article 4 To be eligible to graduate with a double-major, students must satisfy the graduation requirements of their original major and complete all course and credit hours required by their second major in addition to meeting the number of course credit hours required by the two majors. The criteria for determining a double major's course and credit hour requirements shall be based on the course requirements for the relevant departments or programs as set forth in the University's *General Handbook of University Regulations and Academic Guidelines* for the academic year

in which the student applied for the double major.

Article 5 (this article has been struck)

Article 6 Course credit hours earned by double majors prior to the approval of their application for a double major that were not included in the minimum graduation credits required for a degree already obtained but which correspond to courses required by the second major may be recognized as valid once they have been reviewed and approval by the department or program in which the student is pursuing the additional degree.

Article 7 In cases where courses in the two departments or programs are substantially similar, it is up to the department or program in which the student is pursuing the additional major to decide whether such courses taken in the original major can be used to fulfill course requirements in the second major. If it is decided that they cannot be used, this same department or program must assign substitute courses that can be used to fulfill the deficiency.

In either case, the student should submit a completed “Application for Course Credit Waiver” to the relevant office for approval.

Article 8 Double majors taking courses required by the department or program in which they are pursuing a second major may use these same courses to fulfill their elective course requirements for their original major provided they have the consent of the department or program in which this first major is being pursued. Any credit hours earned from such courses may also be used to fulfill the minimum number of course credit hours required for graduation by this same department or program.

Article 9 Credit hours and semester grades earned from courses taken in the two majors shall be calculated together and in accordance with the relevant rules and guidelines set forth in the University’s *Study Regulations*.

Article 10 Double-majors who plan to withdraw from their second major must petition to relinquish their double-major eligibility with the Office of Academic Affairs.

Students who have relinquished their eligibility to pursue a double major may not withdraw from courses they have enrolled in during that semester after the add-drop deadline.

Article 11 Double-majors who have completed the course and credit hour requirements for their original major but have not yet completed the course and credit hour requirements for the additional major during their allotted period of study or within the allowed two-year extended period of study must extend their period of study for an additional year or relinquish their double major and graduate with their original major. However, students who have completed the course and credit hour requirements for the additional major but have failed to complete the course and credit hour requirements for their original major shall be asked to withdraw from the University and their graduation qualifications for the additional major shall not be recognized.

Article 11-1 Double majors who have succeeded in meeting the graduation requirements of their original major during the extended period of study but have accumulated so great a number of unsatisfactory credit hours as to make them ineligible to remain enrolled

in the university shall have their eligibility for a double major revoked; however, they shall be allowed to graduate with their original major.

- Article 12 If a student has failed to complete the course- and credit-hour requirements for the second major under the provisions contained in Articles 10, 11, and 11-1 of these guidelines but has managed to meet the requirements for a minor in that department or program, he or she shall be granted eligibility to graduate with a minor. In cases where the student has failed to meet the eligibility requirements for a departmental or program minor, the determination of whether the subjects and credits taken from the department or program in which the student was pursuing the second major shall be regarded as course electives by the student's original department or program shall be left to the discretion of the head of that department or program.
- Article 13 The diplomas of all students qualified to graduate with a double major shall indicate the names of the degree-conferring departments or programs for both majors as well as the respective titles of the degrees conferred. Furthermore, the graduation roll, transcripts and other related documentation for each of these students shall, upon graduation, indicate the double major as well as the names of the two departments or programs that conferred the respective degrees.
- Students unqualified to graduate with a double major may not request documentation indicating their double-major status; nor may they petition to remain in the University to make up any course- or course credit hour-deficiencies beyond the legal-limit of their period of study.
- Article 14 Students pursuing a double-major that requires the University to offer additional classes within the required period of study shall pay tuition according to the number of credit hours. Students who have extended their period of study in order to pursue a double major but take no more than nine credits shall also pay tuition according to the number of credit hours; those taking ten or more credits shall pay full tuition and fees.
- Article 15 Matters not covered by the guidelines shall be conducted in accordance with the University's *Study Regulations* and other relevant rules and regulations.
- Article 16 The guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee and appraisal and ratification by the Ministry of Education. The same procedure applies to any amendment of these guidelines.