

Guidelines for Students Seeking a Minor at National Central University

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Article 1 These guidelines are provided in accordance with Article 28 of the *University Act* and Article 32 of the University's *Study Regulations*.

Article 2 Undergraduates may apply for entry into a minor beginning with their second academic year until the first semester of their last academic year (not including study extensions).

The program specified in these guidelines refers to a degree program.

Article 3 Students seeking to pursue a minor should file an application with their department or program within the application deadline specified in the University academic calendar. Those found eligible to pursue a minor shall have their applications forwarded to the head of the department or program in which the student seeks to pursue a minor for initial approval and to the Dean of Academic Affairs for final approval.

Each department or program may determine the application requirements and qualifications of its respective minors and make them known to the public.

Article 4 The course requirements for all minors offered at the University shall comply with the respective course requirement lists for the respective departments or programs and must include at least 20 credit hours for professional courses. In addition, each department or program offering a minor has the right to require students to take at least 30 credit hours of professional courses. The course requirements and credit hours for all minors shall comply with the list of course requirements for the relevant department or program as it appears in the *General Handbook of University Regulations and Academic Guidelines* in effect at the time in which the application is filed.

Article 5 Students shall take at least 20 hours of required course credits in their minor in addition to the minimum credit hours they must take in the department or program in which they are majoring.

Students need not retake courses that are substantially similar to those they have taken in the department or program in which they are majoring provided they have the consent of the head of the department or program in which they are pursuing a minor. However, if the number of course credits waived results in the student having insufficient credit hours to graduate with a minor, the department or program in which they are pursuing a minor shall designate substitute courses to fulfil this deficiency and, moreover, shall present a written report to the Office of Academic Affairs for filing and future reference.

Article 6 Any course credit hours earned by students pursuing a minor which are not included in the minimum graduation credits for the student's major but match courses offered in

the minor may be counted towards the minor with the approval of the department or program in which the minor is being pursued.

- Article 7 The calculation of the semester GPA of all students pursuing a minor shall include any grades earned from courses taken in pursuit of the minor and comply with the relevant rules set forth in the University's *Study Regulations*.
- Article 8 Courses taken in pursuit of a minor may be counted towards the student's elective courses.
- Article 9 Course credit hours counted towards the fulfilment of the minimum required courses in a minor may not be included among those used to fulfil the minimum graduation credits of the student's major.
- Article 10 Students pursuing a minor who wish to discontinue studying in that department or program should apply with the Office of Academic Affairs for a relinquishment of their eligibility to pursue that minor.
- Students applying for a relinquishment of their eligibility to pursue a minor may not withdraw from any class they have enrolled in after the add-drop deadline.
- In cases where the student has relinquished his or her eligibility to pursue a minor, the determination of whether the subjects and credits taken in pursuit of the minor may be counted as course electives in the major shall be left to the discretion of the head of the department or program in which the student is majoring.
- Article 11 The diplomas, transcripts and other relevant documentation of students who have earned passing grades in all the courses they have used to fulfill the course and credit hour requirements for a minor shall clearly indicate the name of the department or program in which they were pursuing the minor; students who have not fulfilled the course and credit hour requirements of their minor may not request any documentary evidence indicating their enrollment in the minor; 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 12 Students pursuing a minor who have failed to complete the course and credit hour requirements for the minor within the required period of study or within an approved two year extension of their period of study may not request a further extension of their period of study; nor may they request any documentary evidence indicating their enrollment in the minor.
- Article 13 Students taking courses that have been expressly offered to enable those pursuing a minor to complete their course requirements within the required period of study shall pay according to the number of credit hours. Students who have extended their period of study and are taking nine or less credit hours shall also pay according to the number of credit hours; those taking ten or more credit hours shall pay full tuition and fees.
- Article 14 Matters not covered by these guidelines shall be conducted in accordance with the University's *Study Regulations* and other relevant rules and regulations.
- Article 15 These 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.