

Shih Chien University Regulation Governing Applications for Undergraduate Minor

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Article 1 These regulations (hereinafter "the Regulations") were established in accordance with Article 28 of the University Act.

Article 2 Students of all departments whose grades are above 70 in the previous semester and has met the minor requirements set forth by the relevant departments may apply to study a minor starting from their second year (starting in the second academic year for transferring students) to the highest year of study (excluding any extensions of their study period).

Applicants must file their application within the deadline set forth by the Academic Affairs unit, followed by approval of both major and minor departments to receive their minor. For mainland Chinese students interested to apply for a minor, they must follow the guidelines and receive approval from the mainland student registry in the Ministry of Education.

Article 3 **The study period for those studying a minor shall be within the period set forth by the department of their major; this period shall not change due to the study of a minor.**

Students pursuing minors who cannot complete all their required courses within the prescribed period for graduation may apply for a maximum two-year extension.

Students enrolled in minors who apply for an extension must take a minimum of one required course from the minor each semester; otherwise, the minor qualifications of students who fail to follow this requirement will be revoked, and students will be required to graduate at the end of the semester and leave the University.

Article 4 **The required courses of each minor established by departments (degree programs) should be based on curriculum plans applicable to new students** in the academic year for which they are approved and include a **minimum of 20 credits**.

If the required courses of the **minor** subject are identical to the major, they will not be accepted as **required** courses of the minor; the course shall be substituted by required courses or other relevant courses **from the curriculum plan of the minor department (degree program) applicable to new students.**

Article 5 Student must meet their major's minimum credit hours for graduation first before proceeds to enroll in their minor courses. If student taken minor required courses before applying for their minor, student may deduct up to ten credit hours.

Article 6 **The semester grade of students enrolled in minors** shall be calculated by taking the sum of credits and **grades** within a semester, and registered into the major's department **transcript**. If the number of failed **subjects** reaches half or two-third of credits taken in a semester, the student will be subject to associated school regulations and policies.

Article 7 **Students who wish to apply and exchange their major and minor due to an inter-departmental/inter-program transfer must submit their applications within 14 days of the announced transfer enrollment date. Applications submitted after the deadline will not be accepted.**

Article 8 Students enrolled in minors shall pay credit fees if they elect to take minor courses offered separately by the University **within** the set period of study. If a student's

period of study is extended due to the minor, **the student will be charged according to the Tuition and Fees Standards of the University in the current academic year.**

Article 9 Students who wish to forfeit their minor and **graduate by obtaining a degree in their major** must submit their application one week prior to the final exam of each semester; late application submission will result in delayed graduation for at least one semester later.

Students may not drop or withdraw from **courses** after the course selection or withdrawal deadline by claiming forfeiting a minor as a reason. Students who forfeit the qualification to **be enrolled** in a minor but have earned passing grades in the minor's subjects will have those courses viewed as **external** elective courses of their major.

Article 10 **Those** who have **completed** the **required** courses of their minor shall receive certification documents such as their diploma and **transcript** with a note including the minor's title, but no degree will be issued.

Article 11 The Regulations become effective upon approval by the Academic Affairs Committee, and ratification by the University President. Furthermore, regulations are sent to the Ministry of Education for future reference. Amendments shall follow the same procedure.