

Shih Chien University Regulations Governing Applications for Undergraduate Double Major

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Article 1 These regulations is established in accordance with article four of the Degree Conferral Law, article twenty-eight of the University Act and all ramification detailed by amendment twenty-five of the University Act.

Article 2 For all undergraduates whose grade point from the previous semester average is in the thirty percentile of their class and have met both majors' application requirements, these undergraduates are eligible to apply for a double major. Starting sophomore year (transferred students, who applied for a double major starting their second semester), students may apply to majors from different departments until their senior year (excluding extended time needed to complete their program). In addition, both major degrees' core requirements may not have more than one fourth overlapped.

Applicants must file their application when the Academic Affairs committee announce the application deadline, followed by approval of both majors' departments to receive their double major request.

For mainland Chinese students interested in applying for a double major, 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 double major shall be within the period set forth by the department of their primary major; this period shall not change due to the study of a double major.**

Students pursuing double majors who cannot complete all their required courses within the prescribed period for graduation may apply for a two-year extension. If the student is still unable to meet the core requirements from **the second major** after the extension, he or she may apply for another one-year extension.

Double major students who apply for extension must take a minimum of one required course of the double major each semester; otherwise, the double major 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 double majors should be based on curriculum plans applicable to new students of the department (degree program) in the academic year for which the student is approved; this should be taken in addition to the minimum number of credits required for graduation stipulated by the primary major's department.**

Required courses in the primary major of double major students may not be waived; if the required courses of the **second major** and primary major are identical **in nature**, they may be waived according to **the University's Credit Transfer Guidelines**; the **number of transferred required course credits for double majors** is limited to one quarter of the total number of credits.

Article 5 **The semester grade of double major** students shall be calculated by taking the **sum of credits and grades within a semester**, and registered into the primary major's department **transcript**. If the number of failed **subjects** reaches half or two-thirds of credits **taken in a semester**, the student **will be subject to the associated school**

regulations and policies.

Article 6 Students who wish to forfeit their second major and **graduate by obtaining a degree in their primary major** must submit their application one week prior to the final exam of each semester; if this deadline is not met, an application may be submitted to extend the study period by a minimum of one semester.

Students may not drop or **withdraw from courses** after the course selection or withdrawal deadline by claiming forfeiting a second major as a reason.

Students who forfeit their second major but have earned the number of required course credits from the **second major department** to qualify for a minor will be issued a minor qualification. If the qualifications for a minor are not met, subjects **with a passing grade taken for the double major** will be **viewed as external** electives of the primary major.

Article 7 **Students who wish to apply and exchange their primary and second majors 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 Double major students should pay credit fees if they elect to take double major courses offered separately by the University within the set period of study. If a student's period of study is extended due to the double major, **the student will be charged according to the Tuition and Fees Standards of the University in the current academic year.**

Article 9 Double major students who have **completed** the minimum number of credits required to graduate from their primary major, all required credits of the **second major**, and meet the requirements for graduation **will** be issued a double major degree. **Additionally**, all certification documents such as their diploma and transcript will have a note with the title of their double major.

Article 10 These 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.