

Fu Jen Catholic University Regulations for Minor Enrollment

Passed upon Formulation at the Tenth Executive Council in the Academic Year of 1994

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2014

Article 1 : To regulate minor enrollment, the University formulates the Regulations for Minor Enrollment in accordance with Article 50 of the University Academic Policies (hereafter the Regulations).

Article 2: Undergraduates who meet the requirements of a minor program may apply for minor enrollment in a different department, starting from the second semester of their first year to the first semester of their fourth year (not including the extended time for degree completion). CEBA students who apply for minor enrollment in the Day Division can apply only for a minor that is not offered by the SOCE.

Article 3: When students enrolled in a minor register for courses, they should first consider taking discipline-specific courses required by the minor program.

Article 4: Students enrolled in a minor should take and complete at least 20 discipline-specific course credits required by the minor program.

Article 5: The course credits taken for a minor are credits in addition to the credits required for graduation by the home department.

Article 6: Students should file a paper application for minor enrollment to the Office of Academic

Affairs by following the schedule designated on the University calendar. Late application will not be considered.

Article 7: Transfer students may enroll in a minor before the add/drop period in the semester.

Article 8: After students begin their minor enrollment, they may drop it and change to a different minor due to the change of personal interests or some other reason by following the procedure described in Article 6. The course credits taken for the first minor can be counted into those required for the second minor when those credits can meet related requirements.

Article 9: Undergraduates who are enrolled in a minor but have not completed all credits required by the minor after the add/drop period in the second semester of the last academic year of their studies (as required by the University Academic Policies) may submit a paper application for retaining their minor status. This application should be approved by both chairs of the major and minor departments and then submitted to the Office of Academic Affairs for reference. Otherwise, they will be considered as dropping the minor.

Article 10: For undergraduates enrolled in a minor program and reaching the extended time limit for degree completion who have met the home department's requirements for graduation but have not completed the required credits at the minor department, they may apply for extending their study time for one more semester or one more academic year. If they still cannot complete all required credits at the minor department, they will graduate with only their major.

Article 11: For undergraduates enrolled in a minor, when the course credits taken for the minor have to be taken through classes offered additionally within the students' time limit for degree completion, students have to pay tuition and fees charged per credit and internship (or language lab) fees in accordance with the University Payment Guidelines for Tuition and Fees. If students request an extension of the time limit for degree completion, they have to make necessary payments during the extended time in accordance with Article 5 of the University Regulations for Students Making up for Course Credits. Students of the CEBA Program enrolled in a minor should follow the SOCE regulations to pay tuition and fees for course credits.

Article 12: When the discipline-specific courses required by the minor overlap with those required by the major, these courses cannot be counted as credits taken for the minor. Students should request the approval of the minor department chair to take required credits among other discipline-specific courses offered by the minor department as replacement.

Article 13: Students are allowed to apply to drop the minor after they are enrolled in it. Course withdrawal from the minor study has to be processed in accordance with the regulations. If students file a course withdrawal after the end of the add/drop period, they cannot ask to have the course registration records and grades for the withdrawn courses deleted.

When students drop the minor, if the minor courses they have taken are related to their major, they may request to have these courses considered and approved by their home department as electives for the major, and the course credits can then count toward the credits required for graduation by the home department.

Article 14: When students enrolled in a minor accumulate an amount of course credits with failing grades up to the limit for expulsion but meet the home department's requirements for graduation, their minor status will be cancelled but they can graduate with their major.

Article 15: When undergraduates enroll in a minor, the course credits taken for the major and those for the minor, along with the grades of these courses, should be calculated together and recorded in the student's transcript issued by their home department. When students accumulate failed course credits up to the limit for expulsion as ruled in the University Academic Policies, they will be expelled. For those students that Article 14 of the Regulations applies, Article 14 should be followed.

Article 16: When students have completed the courses and credits required by the minor with passing grades and thus obtained the minor status, the degree list, transcript, and diploma that they are awarded should all be noted with the name of the minor program.

Article 17: When students enrolled in a minor transfer to another institution, their certificate of transfer, certificate of study, and transcript will all be noted with the name of the minor

program.

Article 18: These regulations were passed at the Academic Affairs Council, and were promulgated and implemented upon approval by the President. They were also submitted to the Ministry of Education for reference. The same procedure will be followed for each amendment.