

Fu Jen Catholic University Regulations for Enrollment in Double Majors

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Article 1: To accommodate students' aspirations and interests, to support their disciplinary studies, and to advance the opportunity of overseas study and employment after graduation, the University formulates the Regulations for Enrollment in Double Majors (hereafter the Regulations) in accordance with Article 49 of the University Academic Policies.

Article 2: An undergraduate whose academic performance ranks at the top sixty percent of his or her class in the first semester since enrollment may apply for a double major in another undergraduate department starting from the second semester of his or her first year of study till the second semester of the fourth year (not including the extended time of study). Students of the CEBA program can only apply for a double major in another CEBA department.

Article 3: Students applying for a double major should make the application within the designated period of time announced by the Office of Academic Affairs. Late application will not be accepted.

Article 4: Students applying for a double major should follow the regulations of Article 44 in the University Academic Policies regarding the number of course credits for which they register every semester.

Article 5: Students enrolled in double majors should complete the minimum course credits required for graduation by the home department, and they should also complete all discipline-specific required course credits for the second major, no less than 40 credits for the latter, so that they can be awarded a bachelor degree by both departments. When the second major department rules otherwise, students should follow its rules. Credits taken for the second major should not be included in the minimum credits required for graduation by the home department.

Except for the completion of the required course credits for the second major, if there are other requirements for graduation, both departments will decide together.

- Article 6:
1. Courses taken for double majors should be based on the required courses offered in the academic year when the students begin enrollment in both majors.
 2. For double major students, the courses required by the home department cannot be waived. When the courses offered by the second major department have the following relations with those offered by the home department, these courses can be waived:
 - (1) Course titles and course contents are the same;
 - (2) Course titles are different, but course contents are the same;
 - (3) Course titles and course contents are both different, but they are of the same nature;
 - (4) Course titles and course contents are the same, but each course requires a different number of credits.
 3. Upon the approval of the department chair of the second major, both waived courses and required courses by the second major department will be submitted to the Office of Academic Affairs for further evaluation.

Article 7: When the courses taken at the second major department share the same titles with those required by the home department, yet allotted with different credits, those courses requiring more credits should still be taken if there is a sequential course restriction placed on them.

Article 8: When students enrolled in double majors add required courses of another department and thus result in scheduling conflicts among courses, they may then proceed with course selection and registration in accordance with the Regulations for Taking

Courses between Divisions or the Regulations for Summer Courses.

Article 9: For undergraduates enrolled in double majors, the course credits taken for both majors, along with the grades of the 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 that would require them to be expelled from the University, they will be expelled. When Article 11 of the Regulations applies, students should follow it.

Article 10: Students enrolled in double majors may apply for dropping the status. They have to follow related regulations for dropping courses. If their application is submitted after the end of the add/drop period, they cannot request to have the course registration records and grades for the dropped courses deleted.

For undergraduates enrolled in double majors, if they cannot complete all course credits required by both majors after the add/drop period in the second semester of their senior year, they should submit a paper application for retaining their double major status within a week after the midterm. This paper application should be first approved by the department chairs of both majors, and then submitted to the Office of Academic Affairs for further evaluation so that students may keep their status. Otherwise, they will be considered as dropping a double major.

Article 11: When students enrolled in double majors accumulate failed course credits up to the limit that would require them to be expelled from the University, they can still graduate with their first major if they have met its graduation requirements. Their double major status will then be cancelled.

Article 12: For undergraduates enrolled in double majors and reaching the end of an extension of the time limit for degree completion, if they have met the home department's requirements for graduation but have not completed the required course credits for the second major, they may apply for a further extension for one semester or one academic year. If they still cannot complete all required course credits for the second major within this extended time, they will graduate with their first major.

Article 13: For undergraduates dropping a double major who have taken required course credits for the second major up to the standard for fulfilling a minor status, they can request

the approval of the department chair of the second major or the minor to be given the minor status. If they are not qualified to earn a minor, yet the required courses they have taken are relevant to their major, then they can request the approval of their home department chair to acknowledge these courses as equivalents to the electives for their major and have the course credits substitute for certain graduation required credits.

Article 14: For undergraduates enrolled in double majors, when the course credits taken for the second major 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 Item 5 of the University Regulations for Students Making up for Course Credits. Students of the CEBA Program enrolled in double majors should follow the SOCE regulations to pay tuition and fees for course credits.

Article 15: When students enrolled in double majors apply for Chinese or English transcript, certificate of diploma, certificate of study, or certificate of transfer, they have to request the names of degrees awarded by both departments to be added.

Article 16: When transfer students who were enrolled in double majors at the previous school desire to retain their double major status after transferring to the University, they can submit an application for double majors only after they have been enrolled in the University for one semester and as their grades have fulfilled the requirements in Article 2 of the Regulations.

Article 17: When students have completed the courses and credits required by the double majors with passing grades, the degree list, diploma, and transcript that they are awarded should all be noted with the names of both majors.

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.