

# National Chengchi University Guidelines for Undergraduate Students Declaring a Second Major or Minor

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Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14 and 15 approved, orders of Articles 2 and 3 changed, and Article 11 removed in the 669th University Administration Meeting, on March 8, 2017  
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- Article 1 These Guidelines are established according to **Article 28 of the University Act and Article 38 of National Chengchi University (NCCU) University Regulations.**
- Article 2 A student applying for a second major or minor should do so with the relevant departments by the required date in the second semester of the prior academic year according to the NCCU **academic calendar**. The standards and quotas for second major or minor **applications** are established by each department, **approved by the corresponding college**, and delivered to the Office of Academic Affairs for announcement. Each department will receive applications in each academic year according to the NCCU **academic calendar**, publish the list of approved applications, and deliver the list to the Office of Academic Affairs for their records.
- Article 3 **Currently registered undergraduate students are entitled** to apply for a second major or minor **beginning from the second semester** of their **first** year of study **according to the NCCU academic calendar**. Students who have **deferred their graduation** are not allowed to apply. **An application for a second major or minor by a student assigned by the University Entrance Committee for Mainland Chinese Students will be limited to departments with quotas for Mainland Chinese students approved by the Ministry of Education for the approved academic year.**

Article 4 Students may apply to at most one department for a second major; students may apply to at most two departments for minors. Failure to comply with this rule will result in the disqualification of the student for said major or minor program.

**If a student applies for a second major and a minor in the same department and has been qualified for a second major by said department's review, then said student shall be accepted for a second major.**

Article 5 If a student who is approved for a second major or a minor **has** revoked the application for second major or minor, **then** that student may apply for **another** second major or minor.

A transfer student who has the maximum number of allowed second majors or minors prior to transfer may apply to change the department of their primary major to the department of the second major or minor.

Article 6 A double major or minor student should satisfy all the graduation credits of the department of the primary major. Additionally, a double major student should complete all the compulsory professional (specialist) course credits of the departments of each major; while a minor student should complete the course credits required by the department of the minor. The minor courses designed by each department may not have fewer than **9** major **course credits**.

If the courses of the second major or the minor are related to the **compulsory courses** of the primary department or the **common compulsory courses of the university**, then the credit waiver should be processed along with the application for the second major or minor. The relevance of the courses will be recognized by each department of the second major or the minor in accordance with the NCCU credit waiver guidelines and the rules of each department.

If the aforementioned **waiver of credits results in insufficient credits in the second major or the minor department, those credits should be fulfilled with other major credits with the approval of the department of the second major or minor.**

If, **after applying for the waiver of credit**, the student **is deemed to require to retake credits by the department of the second major or minor, then the retaken courses will not be counted towards graduation credits, unless the student has obtained the approval of the major department.**

If an elective course taken by a double major **or minor** student is **excluded by the department of the second major or minor**, then said credits may not **be taken and counted** towards general course credits for graduation

Article 7 If a student has not completed the compulsory course credits for the second major, but has completed the credits required for a minor, then that student may be conferred qualifications for the minor.

**The second major or minor course credits completed by a student may be counted towards the elective credits required for the degree in the department of the primary major.**

**A department may establish prerequisite standards for a double major or minor course to ensure that the quality requirements of that course are met. A student wishing to take that course must first satisfy the established prerequisite standards.**

**A student** will be charged credit fees for **taking the same course** more than two times.

Article 8 **Each department shall open courses to meet the credit requirements of the second major or minor students. If the number of courses is insufficient to meet the credit requirements of other students, additional courses may be opened. Students will be charged credit fees for taking additionally opened courses.**

Article 9 If a double major or minor student has completed the graduation credits of the department of the primary major but has not completed the credits of their second major or minor by the year of graduation, that student may apply to forgo the second major or minor **before December 31 of the first semester or May 30 of the second semester**, and thus be allowed to graduate. However, the student may not request that their diploma include the name of the second major or minor degree.

Article 10 A double major student **who fails to complete** the second major credits **within** the 2 maximum academic years of the deferral period is entitled to extend the deferral period by a **maximum** of one extra academic year.

A double major student who has not completed the degree requirements of the department of the primary major but has completed the degree requirements of the department of the second major at the end of the aforementioned maximum deferral period may **apply for the approval of the university president to graduate with a degree from the department of the second major.**

- Article 11 A double major or minor student **will be charged for credits taken during a deferral period according to the rules of NCCU undergraduate graduation deferral credit fees.**
- Article 12 If a student has taken courses for a second major or minor prior to approval of the second major or minor, said student will not be conferred a degree for the second major or a minor even if all the credits of the second major or minor have been completed upon graduation.
- Article 13 A double major or minor student **is entitled to apply for a proof of study for their second major or minor** upon transferring to another university or discontinuing study.
- Article 14 Any matters that are not addressed in these Guidelines will be governed by the NCCU University Regulations and relevant laws.
- Article 15 These Guidelines are published by and are in effect upon the approval of the NCCU Administrative Meeting; they have also been provided to the Ministry of Education for their records. The same procedures will apply for all subsequent amendments thereto.