

# The NCHU Regulations on Students Pursuing a Minor Degree

Enacted in the 234<sup>th</sup> Administrative Meeting on Apr. 19<sup>th</sup>, 1995  
No. 029902 official letter approved by Ministry of Education on Jun. 27<sup>th</sup>, 1995  
No. 048054 official letter approved by Ministry of Education on Oct. 3<sup>rd</sup>, 1995  
Amended (Article 7) in the 33<sup>rd</sup> Academic Affairs Meeting on Oct. 17<sup>th</sup>, 2004  
Amended in the 34<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 1992  
Amended in the 253<sup>rd</sup> Administrative Meeting on Nov. 5<sup>th</sup>, 1992  
Amended (Article 6) in the 38<sup>th</sup> Academic Affairs Meeting on Oct. 18<sup>th</sup>, 1999  
Amended (Articles 2, 5, & 7) in the 44<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2002  
Amended (Article 14) in the 48<sup>th</sup> Academic Affairs Meeting on Oct. 21<sup>st</sup>, 2004  
No. 0930177320 official letter approved by Ministry of Education on Jan. 10<sup>th</sup>, 2005  
Amended (Articles 2-13) in the 54<sup>th</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2007  
No. 0970019456 official letter approved by Ministry of Education on Feb. 4<sup>th</sup>, 2008  
Amended (Article 11, Deleted Article 10) in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2008  
Amended in the 58<sup>th</sup> Academic Affairs Meeting on Oct. 26<sup>th</sup>, 2009  
No. 0970019456 official letter (Article 13) approved by Ministry of Education on Jul. 15<sup>th</sup>, 2009  
Amended (Article 2) in the 64<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 2012  
No. 1020009173 official letter approved by Ministry of Education on Feb. 4<sup>th</sup>, 2013  
Amended (Article 2 & 7) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016  
No. 1060004671 official letter approved by Ministry of Education on Jan. 20<sup>th</sup>, 2017  
Amended (Articles 2-13) in the 79<sup>th</sup> Academic Affairs Meeting on May. 5<sup>th</sup>, 2020  
No. 1090176023 official letter approved by Ministry of Education on Jan. 5<sup>th</sup>, 2021  
Amended (Articles 1 & 13) in the 86<sup>th</sup> Academic Affairs Meeting on Nov. 6<sup>th</sup>, 2023  
[Amended \(Article 11\) in the 87<sup>th</sup> Academic Affairs Meeting on Apr. 25<sup>th</sup>, 2024](#)

Article 1 These Regulations are adopted in accordance with the University guidelines to regulate matters related to students pursuing a minor degree and amended based on actual needs of NCHU.

Article 2 A major herein refers to the major, department, and degree program that the student applying for a minor degree is enrolled in.

Guidelines for pursuing a minor degree are as follows;

- I. Undergraduate students may enroll in undergraduate minor programs (degree programs) at NCHU or sister schools.
- II. Graduates in doctorate or master's program may enroll in graduate or undergraduate minor programs (department or degree program) at NCHU.

Article 3 Students who have finished one academic year in NCHU and wish to pursue a minor degree shall submit the completed application form within 2 weeks after the registration date, along with the academic transcript to the department head of the program in which they currently study and the program they wish to enter for approval. The approved application is then submitted to Division of Registration for record.

Article 4 Students pursuing an undergraduate minor degree shall acquire at least 20 credits of required courses in the minor department/degree program. Courses in the students' major study which share the same name with the required minor courses shall not be included in the aforementioned 20 credits.

The minor program (department or degree program) shall establish the additional courses and credits required for graduate students pursuing a

graduate minor degree and doctorate students pursuing a graduate or doctorate minor degree (department or degree program). The courses and credits shall be submitted to department or college level committees and the Curriculum Committee for approval. An additional degree will not be conferred to students pursuing minor degrees of the same level or lower.

Article 5 Credits which students take for their minor degree shall be in addition to the required minimum graduation credits of their major study.

Article 6 The class schedule of minor study shall not conflict with that of one's major study.

Article 7 The required courses, credits and the order in which students should take those courses for their minor study are determined by the department/degree course, submitted to Course Committee of the Department, College or School for approval and sent to the Division of Course for record.

Article 8 When students are required to decrease, repeat, or make up courses or credits in their major study, the recommended credit number taken each semester shall be modified according to related regulations. The aforementioned students shall make up or retake their original department's courses before retaking courses in their minor study.

Article 9 Scores of students' courses in their minor study shall be averaged into each semester's score. NCHU shall handle grades-related matters in accordance with applicable regulations.

Scores of graduate students' courses in their undergraduate minor program shall not be averaged into each semester's score.

Article 10 For students who fulfill the graduation requirements of their minor study, the said information will be noted in their student information data, diploma, graduating students list, and each year's transcript.

Graduate students in master's or doctorate program pursuing minor programs of the same level or below will receive a notation regarding the level of the program.

Article 11 Students who have acquired necessary credits for graduation from their major-study department but failed do so for their minor-study department may declare withdrawal from the minor study within the permitted time frame ([academic calendar week 11 and 12](#)). The aforementioned students are eligible for receiving a degree in their major, but the record of their minor study will not be noted in their diploma. The aforementioned students are neither permitted to return to school to finish their minor study after

graduation nor request proof of minor study.

Article 12 Students who pursue a minor study shall complete required courses and credits within the length of study as designated by the NCHU School Constitution and will not be granted further extension.

Article 13 These regulations and any amendments hereto shall be reviewed at the Academic Affairs Meetings, publicly announced, and implemented.