

## The NCHU Regulations on Students Pursuing Double Major Studies

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.029902 official letter approved by Ministry of Education on Sep. 1<sup>st</sup>, 1995  
Amended in the 34<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 1997  
Amended in the 253<sup>rd</sup> Academic Affairs Meeting on Nov. 5<sup>th</sup>, 1997  
Amended (Articles 2, 4, & 5) in the 35<sup>th</sup> Academic Affairs Meeting on Mar. 31<sup>st</sup>, 1998  
Amended (Article 8) in the 38<sup>th</sup> Academic Affairs Meeting on Oct. 18<sup>th</sup>, 1999  
Amended (Articles 2, 4, & 6) in the 44<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2002  
Amended (Articles 1, 2, 3, 4, 6, 10, 11, & 13) in the 46<sup>th</sup> Academic Affairs Meeting on Oct. 23<sup>rd</sup>, 2003  
Amended (Article 4) in the 47<sup>th</sup> Academic Affairs Meeting on Mar. 25<sup>th</sup>, 2004  
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, 4, 5, 8, 10, & 12) 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 10) in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2008  
No. 0970121507 official letter approved by Ministry of Education on Jul. 2<sup>nd</sup>, 2008  
Amended (Article 5) in the 57<sup>th</sup> Academic Affairs Meeting on Mar. 26<sup>th</sup>, 2009  
No. 0980095257 official letter approved by Ministry of Education on Jun. 5<sup>th</sup>, 2009  
Amended in the 58<sup>th</sup> Academic Affairs Meeting on Oct. 26<sup>th</sup>, 2009  
No. 0980122690 official letter (Article 14) approved by Ministry of Education on Jul. 15<sup>th</sup>, 2009  
Amended (Article 3) in the 62<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2011  
No. 1010061145 official letter (Article 3 & 10) approved by Ministry of Education on Jul. 4<sup>th</sup>, 2012  
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 4) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016  
(Article 4)No. 1060004671 official letter approved by Ministry of Education on Jan. 20<sup>th</sup>, 2017  
Amended (Articles 2 & 10) in the 73<sup>rd</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2017  
(Article 10)No. 1060075918 official letter approved by Ministry of Education on Jun. 7<sup>th</sup>, 2017  
Amended (Articles 2, 3 & 14) in the 77<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2019  
No. 1080068544 official letter approved by Ministry of Education on May. 28<sup>th</sup>, 2019  
Amended (Articles 2-10, 12 & 13) in the 79<sup>th</sup> Academic Affairs Meeting on May. 5<sup>th</sup>, 2020  
Amended (Articles 2, 3, 6 & 10) in the 80<sup>th</sup> Academic Affairs Meeting on Oct. 28<sup>th</sup>, 2020  
No. 1090176023 official letter approved by Ministry of Education on Jan. 5<sup>th</sup>, 2021  
Amended (Articles 5 & 6) in the 81<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2021  
No.1100054510 official letter approved by Ministry of Education on May. 4<sup>th</sup>, 2021  
Amended (Articles 1, 6 & 14) in the 86<sup>th</sup> Academic Affairs Meeting on Nov. 6<sup>th</sup>, 2023  
Amended (Article 10) in the 87<sup>th</sup> Academic Affairs Meeting on Apr. 25<sup>th</sup>, 2024  
Amended (Article 3) in the 88<sup>th</sup> Academic Affairs Meeting on Nov. 13<sup>th</sup>, 2024

Article 1 These regulations are adopted in accordance with the University Guidelines. The regulations are established to broaden students' area of study, meet students' needs, and increase their career opportunities.

Article 2 Guidelines for pursuing a double major are as follows:

- I. Undergraduate students may enroll in undergraduate programs or degree programs at NCHU or sister schools as their second major.
- II. Graduate students in master's or doctorate programs may enroll in graduate or undergraduate minor programs (department or degree program) of the same level at NCHU as their second major.

The regulations herein are not applicable to In-Service Master's Program and Industrial Master's Program students.

Article 3 Undergraduate students who have completed the first-year academic program may apply for a double major (department or degree program) [within the application deadline specified in the Academic Calendar](#) in the second academic year. Students who transferred into NCHU may apply for pursuit of a double major only after they have studied in NCHU for a year. Undergraduate students are not allowed to pursue a double-major by taking

extension education courses; extension education program students are not allowed to pursue a double-major by taking non-extension program courses.

Graduate students in master's and doctorate program at NCHU may apply to pursue another NCHU program (department or degree program) of the same level as their second major in the second semester of their first academic year.

Article 4 Undergraduate students who wish to apply for a double major must score more than 75 in total in the previous academic year; or the applicant's score must be within the top 20% of the applicant's class. However, if the department in which the applicant is studying has stricter regulations, the regulations shall be followed.

NCHU shall handle double major applications from students of master's and doctorate programs in accordance with applicable regulations from the major (department or degree program) that the student is applying to enroll in.

Article 5 Students' application to pursue a double major shall be approved and signed by both the dean (chair) of their original college (department or degree programs) and the dean (chair) of college to be double majored in and shall be reported to the Registration Division for the record.

Master's and doctoral students applying for double majors should comply with the regulations above and obtain consent from advisors. Students unable to request consent from advisors will be handled in compliance with NCHU Guidelines for the Interaction between Thesis Advisor and Graduate Students.

Article 6 The graduation requirements for students in pursuit of a double major (department or degree program) shall be based on the relevant regulations applicable at the time (year) when the application was approved. Double major students not only have to fulfill all graduation credit requirements of their original major (department or degree program), they must also complete all core courses for the second major (department or degree program) in order to be granted a double major degree.

Undergraduate students who did not complete or are short of 40 credits for the second major after calculating credits of their original major (department or degree program) must make up for those credits by taking courses designated by the second-major department or degree program.

Master's and doctoral students in pursuit of a double major (department or degree program) must comply with the first item above. In addition, master's

and doctoral students must also complete the graduation requirements and dissertation (or works/ proof of achievement with written reports/ technical reports or professional studies/ professional practice reports) for their original major (department or degree program) and second major (department or degree program).

The second major (department or degree program) may, if deemed necessary, increase or reduce the courses and credits required for graduation for second-major students. The courses and credits defined shall exceed two-thirds of the credit requirements for graduation (excluding credits for dissertations). Second majors (department or degree programs) shall define minimum credit requirements on the detailed list of graduation requirements.

Students who withdraw from their double major (department or degree program) but have completed credit requirements for a minor degree can be granted a minor degree. For double-major (department or degree program) students who fail to acquire enough credits for either a second-major degree or a minor degree, the additional credit courses taken can be considered as credits toward graduation from their original major (department or degree program) as long as the courses are related to their original field of study.

Article 7 Double major students should take core courses for the second major (department or degree program) during the regular semester. In the event of course schedule conflict between the students' first and second major (department or degree program), they may attend summer courses in compliance to the NCHU Regulations for Summer Courses.

Required courses mentioned in the previous item will be determined and submitted to Curriculum Committees at the department, college, and university level by the major department or degree program for approval, and then submitted to the Office of Academic Affairs for public announcement.

Article 8 Double major students' credits taken for the first and second major (department or degree program) in each semester shall both be calculated and reported on the transcript issued by the first major (department or degree program).

Article 9 Double major students who are unable or unwilling to continue their pursuit of a second major (department or degree program) shall be allowed to withdraw from the second major study with the approval from the deans (chairs) of both departments.

Article 10 At the end of double major undergraduate students' two-year study time extension, those who have acquired necessary credits for graduation from their first-major (department or degree program) but failed to do so for their second-major (department or degree program) may declare withdrawal from the double-major study within the permitted time frame (academic calendar week 11 and 12). The aforementioned students are eligible for receiving a degree from their original major (department or degree program). If the aforementioned students do not wish to withdraw from the second-major study, they may apply for a single one-year extension but they must withdraw if they still fail to complete all required core courses in the second major at the end of the one-year extension.

Students enrolled in a double major undergraduate program (including undergraduate degree programs) who, in the semester of their expected graduation, have met the graduation requirements of their second major (including all shared required courses, general education, department-specific required courses, electives, and other regulations), but have not completed the required credits for graduation in their first major, may apply to the Office of Academic Affairs to graduate with their second major. This application must be made before the registration date of that semester and reviewed by both the first and second major departments. At the same time, they must rescind their qualification for the double major program.

The aforementioned regulations do not apply to students who transfer between departments at this university, students admitted under additional quotas for outlying islands, and students for whom the enrollment guide specifies that transfer of department is not allowed.

Students approved to graduate with their second major (including undergraduate degree programs) are not allowed to request reinstatement to their first major. However, the original major department may independently decide whether to grant a minor qualification.

Students in master's and doctorate programs pursuing double majors (departments or degree program) that have acquired necessary credits for graduation from their first major (department or degree program) but failed to do so for their second major (department or degree program), may choose from the following steps:

- I. The student may declare withdrawal from the double-major study and graduate from their first major (department or degree program). The student is not permitted to then finish their double major (department or degree program) after graduation or apply for any proofs of double

major.

- II. If the students do not wish to withdraw from the second-major study, they may apply for a single one-year extension. If the student fails to acquire the necessary credits to graduate from the second major (department or degree program) by the end of the extension, he/she will graduate from the first major (department or degree).

The aforementioned students who fail to fulfill double-major requirements and withdrawal from the double-major study may still be granted a minor degree if they have acquired enough credits for receiving a minor degree in the second field of study. Credits from the second major attributed to the minor degree shall not be counted towards credit requirements in the first major (department or degree program).

Students who withdrawal from the double-major study are not permitted to finish their double major study after graduation or apply for any proofs of double major.

- Article 11 Transferred undergraduate students who pursued a double major in their previous university shall re-apply for double major eligibility in NCHU.
- Article 12 Once students fulfilled the double-major credit requirements, their double-major (department or degree program) status will be noted in their Chinese or English transcript, diploma, transfer certificates and other certificates.
- Article 13 For students who fulfill the graduation requirements of a double-major (department or degree program), the aforementioned information will be noted in their student information data, diploma, graduating students list, and each year's transcript.
- Article 14 These regulations and any amendments hereto shall be reviewed at the Academic Affairs Meetings, publicly announced, and implemented.