

Guidelines for Pursuing Minor Fields of Study

Wenzao Ursuline University of Languages

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Ratified by document Tai Jiao Ji (4) Zi No. 1040024891 on March 4, 2015

Article I. These Guidelines have been formulated according to the University Act and the Degree Conferral Law.

Article II. Students enrolled in any major in four-year degree programs can apply to pursue a minor field of study between their second year and the first semester of their last year (excluding extended time needed to complete their studies). Applications must be submitted before the deadline specified by the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education). Late requests will not be accepted.

Article III. Students enrolled in any major in two-year degree programs can submit requests to pursue a minor field of study between their first semester and the first semester of their last year (excluding extended time needed to complete their programs). Requests must be submitted before the deadline specified by the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education). Late requests will not be accepted.

Article IV. Regulations concerning the number of credits that students must take for a minor field of study and other related matters are established by individual departments. The minimum number of credits is 20.

Article V. Grades for students pursuing a minor field of study are calculated with the grades for both major and minor courses together. Matters related to the maximum number of credits per semester and in cases where the credits failed amount to 2/3 of the ones registered for are dealt with according to pertinent stipulations in the University Academic Policies.

Article VI. Students pursuing a minor field of study who cannot complete all their required courses within the prescribed time for degree completion may prolong their studies for a maximum of two years.

Article VII. Students pursuing a minor field of study who cannot continue their studies should submit a request in writing to their minor department between the end of the current semester and the end of the add/drop period of the following semester. Credits earned can be counted as general elective credits after ratification by the head of the department in which students are pursuing their major field of study.

Article VIII. Fees:

Day Division students: Credits for majors and minors shall be calculated together. Students with an average score of 80 or more in the previous academic semester are allowed to exceed their unit limit (not bounded by the 6 unit limitation) without paying any extra tuition for these courses.

Day Division students: Students prolonging their studies registered for fewer than nine credits pay tuition per credit. Students registered for ten or more credits pay full tuition and fees.

Division of Continuing Education students: Students pay tuition per credit.

Article IX. Students who complete required courses and credits for a minor field of study with passing marks will have their minor field of study recorded on the list of graduates, their cumulative transcripts and their diplomas.

Article X. Students who were pursuing minor fields of study at other institutions and wish to continue doing so after transferring to Wenzao must submit new applications.

Article XI. Matters not specified in these Guidelines shall be resolved according to other related regulations.

Article XII. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure.