

Ming Chi University of Technology

Regulations No.
A032070004

Regulations for Minor Programs of Study

Prepared by: Office of Academic Affairs, Ming Chi University of Technology

Last Amended on Apr. 16, 2013

**Records of Amendment:**

Established at the academic affairs meeting on 2001.04.10

Amended at the academic affairs meeting on 2002.11.12

Amended at the academic affairs meeting on 2004.11.11

Amended at the academic affairs meeting on 2008.10.07

Amended at the academic affairs meeting on 2013.04.16

## Contents

	Page
Article 1 Legal Grounds	1
Article 2 Application Procedure	1
Article 3 Rules of Course Selection for Minor Programs	1
Article 4 Grades for Minor Programs	2
Article 5 Other Notices	2
Article 6 Implementation and Amendment	2

Ming Chi University of Technology

Regulations for Minor Programs of Study

Established at the academic affairs meeting on 2001.04.10

Amended at the academic affairs meeting on 2013.04.16

Article 1 Legal Grounds

The Regulations for Minor Programs of Study (hereinafter referred to as the Regulations) have been established in accordance with the University Act, the Enforcement Rules of the University Act, and the academic rules for undergraduate students of Ming Chi.

Article 2 Application Procedure

Application period:

1. Students in five-year programs shall apply during the second semester of their third school year.
2. Students in two-year programs shall apply during the second semester of their first school year.
3. Students in four-year programs shall apply in the first semester of their second school year.
4. No applications shall be submitted by any student in his or her last year of study or in any extended year of study.

Application qualifications:

The average grade immediately prior to the semester in which a student submits an application must be within the top 50% of his or her class or the top 60% in the level of year of studying in the department or section.

Application process:

1. The student shall submit the completed Application for a Minor (Form No. A032071004) and the transcript of records for all semesters within one week after enrollment to his or her department. After review, if the department determines that the student is qualified to declare a minor, the application will be sent to the chairperson of the minor department or the director of the minor section and the dean of the college for approval. Then the application will be sent to the Registration Division, which will send all applications that it receives to the Dean of Academic Affairs for approval.
2. Within two weeks after commencement of the new semester, the Office of Academic Affairs will release the list of students approved to declare minors.

### Article 3 Rules of Course Selection for Minor Programs

1. Each department shall provide at least 20 credits for the courses required to be taken by students of other departments as a minor program. If the major department and the minor department have the same required courses, the earned credits for the required course cannot be counted among the credits required by the minor department.
2. Students shall register the courses required for their minor upon enrollment every semester when registering the courses offered by their major departments. The number of credits for the courses to be taken shall be subject to the Course Registration Regulations.
3. The credits for the courses required by the minor department shall be in addition to the minimum graduation credits. The courses required by the minor department shall be deemed as electives taken by the student.

### Article 4 Grades for Minor Programs

1. The semester grade of a student who has declared a minor shall be calculated based on the grades obtained in the courses provided by the major and minor departments. If the student fails any course provided by the minor department, such failure shall be handled in accordance with the academic rules, and the student shall not claim transfer credits based on any electives taken in the major department or waive the failed course.
2. After the student successfully completes the courses and earns the credits required by the minor department, the name of the minor department will be specified on the student's diploma. However, the name of the minor department will not be specified on the diploma if the student has not yet completed the courses required by the minor department upon graduation.

### Article 5 Other Notices

1. In the last year of study, if a student who with a minor finds that the number of credits for electives courses required by the major department is insufficient to meet the requirements of the minimum graduation credits, the student may file an application (Form No.: A032072004) for cancelation of the minor in the period of adding and dropping courses for the last semester. Then the credits earned in the minor department shall be deemed by the major department as credits for electives and shall thus make up the required credits.
2. When a student needs to extend his or her years of study due to a minor,

the student shall apply to the Registration Division to extend the stipulated term of study in the period of adding and dropping courses for the last semester of the last year of study. If the student still fails to complete all the courses required by the minor department in an extended period of two years, the student is allowed to apply for an extension of the stipulated term of study for one additional year.

3. No certificate relevant to a minor shall be issued to a student with a minor if the student does not earn enough credits in the minor department upon the expiration of the stipulated term of study. When a student with a minor transfers to another school, the name of the minor department shall be specified in the certificate of attendance issued to the student.
4. When a student has his or her years of study extended due to a minor, the student shall pay tuition and miscellaneous fees in full if the number of the credits for the courses to be taken by the student is 10 or more and shall only pay credit fees if the number of the credits for the courses to be taken is fewer than 9.

#### Article 6 Implementation and Amendment

These Regulations shall be implemented after being adopted at an academic affairs meeting and approved by the president. The same shall apply to any amendment to these Regulations.

Ming Chi University of Technology Application for a Minor Field in the \_\_\_\_\_  
academic year

Date of completion of the form: (yy) (mm) (yy)

Student No.		Name	
Major department / section	Department/Section	Minor department / section	Department/Section
	Year of study		Year of study
Mail address			Mobile phone No.
Signature / seal of chairperson of the major department		Signature / seal of advisor of the major department	

※To be completed by the Registration Division, Office of Academic Affairs

Result of the review made by the minor department	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
	Dean		Chairperson
Dean of Academic Affairs		Director of the Registration Division	Staff
Comments	<ol style="list-style-type: none"> <li>1. The transcript of records for all semesters shall be provided upon application.</li> <li>2. For rules related to applying for a minor, please refer to the regulations of Ming Chi.</li> <li>3. The form shall be sent to the Registration Division after the chairperson of the department and the advisor have provided their opinions on the form.</li> <li>4. Application process: The student fills out the application form. → It is reviewed by the student's major department or section. → It is reviewed by the minor department or section. → It is reviewed by the Office of Academic Affairs.</li> <li>5. The application result will be announced within two weeks after commencement of the new semester.</li> </ol>		

(Form No.: A032071004)

## Ming Chi University of Technology Application for Cancellation of a Minor

Student No.		Application Date	(yy) (mm) (dd)
Name		School year in which th	
Major department /	Department / section	Year of study / Class	Year of study / Class
Minor cancelled	Department / section		
Review Comments			
Chairperson of the minor departme	Chairperson of the major depa	Advisor	
Dean of Academic Affairs	Director of the Registration Di	Staff	
<p><b>Notices:</b></p> <p>1. Application process: Fill out the application form.→Be approved by the advisor.→Be approved by the chairperson of the major department.→Be approved by the chairperson of the major department.→Be approved by the Office of Academic Affairs</p> <p>2. The application for cancellation shall be submitted prior to the mid-term examination for the last semester in the school year in which the student is graduating.</p>			

(Form No.: A03072004 )