

Guidelines for Pursuing Double Major 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. The Wenzao Ursuline University of Languages has formulated the following Guidelines to accommodate students' interests, to broaden the scope of students' learning disciplines and to increase students' career choices after graduation. 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 submit requests to pursue a second major field of study between their second year 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 III. Students enrolled in any major in two-year degree programs can submit requests to pursue a second major field of study between their first semester and the first semester of their last year (excluding extended time needed to complete their studies). 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 double major and other related matters are established by individual departments. The minimum number of credits is 40.

Article V. Grades for students pursuing double majors are calculated with the grades for both majors combined. Matters related to the maximum number of credits per semester and cases where students fail 2/3 of the credits they registered for are resolved according to pertinent stipulations in the University Academic Policies.

Article VI. Students pursuing double majors 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 double majors who cannot continue their studies should submit a request in writing to the double major 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 original major field of study. If the credits earned are sufficient for a minor field of study, students can request to be given credit for a minor field of study or to have the credits counted as general elective credits.

Article VIII. Fees:

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

Division of Continuing Education: Students pay tuition per credit.

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

Article X. Students who were pursuing double majors 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.