

Guidelines for Establishing and Pursuing Concentrations

Wenzao Ursuline University of Languages

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Article I. The Wenzao Ursuline University of Languages has instituted these Guidelines to meet the challenges of a knowledge economy and its diversified development, to integrate teaching resources, and to encourage students to study across disciplines and cultivate a second specialty.

Article II. Colleges, departments and centers may create concentrations independently or together. A nominated department shall act as the host department for a concentration that involves multiple colleges or departments (centers) and serve as concentration center led by a convener who is responsible for the general affairs of the concentration.

Article III. Regulations of a proposed concentration shall be first reviewed by a College Curriculum Committee and at a College Affairs Meeting and then followed by the University Curriculum Committee and at an Academic Affairs Meeting before implementation. The same procedure shall be followed in the event regulations are modified.

Article IV. Regulations governing a concentration should include goals, curriculum chart, required number of credits and other related policies.

Article V. Regulations concerning the number of credits that students must take for a concentration and other related matters are established by the center administering the concentration. The minimum number of credits is 20.

Article VI. Should termination of a concentration becomes necessary, a detailed explanation needs to be submitted one (academic) year before the scheduled termination time. Prior to termination, approvals from College Curriculum Committee, College Affairs Meeting, and Academic Affairs Meeting are required before the case is presented to the President for final approval. Degree programs funded by various MOE projects are not bounded by such requirement.

Article VII. Sophomore students in the four-year college, junior and senior students in the two-year college, and graduate students can (excluding extended time needed to complete their studies). Students enrolled in two-year programs can submit requests to pursue a concentration 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. Late requests will not be accepted.

Article VIII. Semester grades for students pursuing a concentration include both the grades for the students' major and the students' concentration 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 Regulations.

Article IX. Students pursuing concentrations 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 X. Students who are pursuing concentrations but cannot continue their studies should submit a request in writing to the center administering the concentration 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 chair of the department in which students are pursuing their major field of study.

Article XI. Fees:

Day Division: Credits for majors and concentrations 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 XII. Students who complete required courses and credits for their concentrations with passing marks will have their concentrations recorded on the list of graduates, their cumulative transcripts and their diplomas.

Article XIII. Transfer students who were enrolled in concentrations at their former institutions must submit new requests if they want to pursue concentrations at Wenzao.

Article XIV. Issues not stated in these Guidelines are resolved according to other pertinent policies.

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