

Providence University Regulations on Declaring a Minor

[Amended at the Academic Affairs Meeting on September 27, 2023.](#)

Article 1 The Providence University Regulations on Declaring a Minor (hereinafter referred to as the “**Regulations**”) are establish in accordance with Article 28 of the *University Act*.

Article 2 The students declaring a Minor shall be handled in accordance with the provisions of the Regulations.

Unless stipulated otherwise, the “**Bachelor**” programs in the Regulations also include the Bachelor Programs in Continuing Education and the undergraduate degree programs; the “**Master**” programs also include the In-service Master’s Program and the graduate degree programs.

Students can only declare a Minor of the same academic level or one level lower; never a higher level.

Article 3 The enrolled students should follow the schedule stipulated in the academic calendar to declare a Minor.

A. Bachelor’s programs students under Senior year (inclusive), excluding the Seniors in their last semester of study or students of deferred graduation.

B. The Master and Doctoral programs students under second (inclusive) year of study.

The Providence University students declaring a Minor at the visiting institutions based on the laws or the intercollegiate agreements, subject to the approval of the University and the parter institutions, shall follow the regulations of the visiting institutions.

The visiting students declaring a Minor at Providence University based on the laws or the intercollegiate agreements, subject to the approval of the home institutions and Providence University, shall follow the regulations of Providence University.

The students declaring a Minor prescribed in the preceding paragraphs are limited to the students seeking an associate degree or bachelor degree in applying for the Minor study of the same academic level.

Article 4 The requirements for declaring a Minor for the respective academic levels are as follows:

A. To satisfy the requirements of a Minor in a Bachelor program, students must complete a minimum of 20 credits from the minor curriculum prescribed by the respective departments.

B. To satisfy the requiremnts of a Minor in a Master’s and Doctoral program, students must complete a minimum of 16 credits from the courses prescribed by the respective graduate programs.

Students declaring a Minor should apply in the current semester for the credit recognition of the Minor subjects they have studied in the previous semesters. If the said credits are insufficient, the attending Minor units should prescribe other courses to make up the difference.

Article 5 Students changing their Major and Minor should file the application in the first academic year after the major change.

Article 6 The Minor credits earned should be additional to the minimum required graduation credits of the Major study and cannot be repeatedly recognized as the graduation credits of the Major. The same applies to those who withdraw from their Minor studies and claim their key curriculum certificate. The length of study for a student declaring a Minor abides by the regulations set forth by the Major department in accordance with the *University Academic Regulations* and will not be affected due to taking a Minor study.

Article 7 The new applicants for declaring a minor shall complete a minimum of one course of the Minor curriculum in the semester filing the application. A violation may lead to the disqualification for declaring a Minor.

The students in Bachelor Programs who have fulfilled the graduation qualification of the Major study and have to defer their graduation due to taking a Minor study should complete a minimum

of one course per semester during the deferred period. A violation may lead to the disqualification for declaring a Minor and should leave school at the end of the semester.

Article 8 The credits and scores earned in the Major and Minor studies per semester shall be consolidated into the transcripts of the Major study. The number of credits shall follow the stipulations in the *University Academic Regulations*.

Article 9 When a student declaring a Minor in Bachelor programs has an incomplete study in the Minor study, a key curriculum certificate will be issued if the student has completed a minimum of 15 credits in the Minor curriculum. If the said number of credits is less than 15, it will be considered as non-major electives.

When a student declaring a Minor in a Master's or Doctoral program has an incomplete study in the Minor study, a key curriculum certificate will not be issued; however, the credits earned in the Minor study will be considered as non-major electives in the Master's or Doctoral program. The credit number of the aforementioned non-major electives shall not exceed the stipulated limit set by the department of Major study.

Article 10 The students who fulfilled the requirements of the Minor studies will receive their Chinese and English transcripts and Diploma respectively bearing the name of the Minor study.

Article 11 The students with Minor qualifications taking exclusive classes for the Minor curriculum shall pay for the credit fees in accordance with the University's charging regulations.

Article 12 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Acknowledged by the Ministry of Education in Letter No. Tai-84-Gao-036594.

Amended at the Academic Affairs Meeting on April 16, 1997.

Acknowledged by the Ministry of Education in Letter No. Tai-87-Gao-2-87003727.

Amended at the Academic Affairs Meeting on October 31, 2001.

Acknowledged by the Ministry of Education in Letter No. Tai-90-Gao-2-90165742.

Amended at the Academic Affairs Meeting on January 16, 2002.

Acknowledged by the Ministry of Education in Letter No. Tai-91-Gao-2-9105823.

Amended at the Academic Affairs Meeting on December 24, 2003.

Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0930043039 dated April 6, 2004.

Amended at the Academic Affairs Meeting on December 28, 2005.

Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0950036262 dated March 31, 2006.

Amended at the Academic Affairs Meeting on January 10, 2007.

Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0960040238 dated March 22, 2007.

Amended at the Academic Affairs Meeting on March 28, 2007.

Acknowledged by the Ministry of Education in Letter No. Tai-Gao-2-0960069087 dated May 16, 2007.

Amended by the Ministry of Education in Letter No. Tai-Gao-2-0980122690 dated July 15, 2009.

Amended at the Academic Affairs Meeting on January 8, 2014.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1030021391 dated March 13, 2014.

Amended at the Academic Affairs Meeting on June 4, 2014.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-3-1030103360 dated July 29, 2014.

Amended at the Academic Affairs Meeting on October 8, 2014.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1040022491 dated March 31, 2015.

Amended at the Academic Affairs Meeting on March 7, 2018.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1070130651 dated August 13, 2018.

Amended at the Academic Affairs Meeting on December 18, 2019.

Amended at the Academic Affairs Meeting on March 19, 2020.

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1090084460 dated July 13, 2020.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**