

Fooyin University Minor Study Guidelines

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1. The Guidelines are formulated in accordance with the University Act and the Fooyin University Student Enrollment Regulations.
2. Fooyin University (FYU) students may choose a minor among its departments. The content and credits required for minor study shall be formulated by each department, submitted for verification and reference to the Academic Affairs Meeting, and announced by the Office of Academic Affairs.
3. Students of two-year and four-year programs may apply for a minor from the second semester after gaining admission until the graduation year.
4. Students are allowed to take up to two (2) minors at most, but shall not take a minor across day/evening divisions or across programs.
5. Students shall apply for a minor within a specified period shown on FYU's calendar. Through approval of the heads of the major department and minor department, the approval list will be announced by the Office of Academic Affairs.
6. Students who are approved for taking a minor shall select courses within the add/drop period each semester. The number of credits required for each semester and its upper limit of the major and minor credits are subject to FYU's rules.
7. Students taking a minor are obliged to complete at least 20 credits of its required courses. The minor credits shall be earned outside the minimum graduation credits required by the major department. If the minor department imposes limitations on the order of course taking, students are required to study according to its regulations. If the minor courses studied are associated with the major ones, they may apply for credit transfer. The application period and relevant regulations are subject to the Fooyin University Credit Transfer Guidelines.
After the credit transfer in accordance with the foregoing Guidelines, if the minor credits students have earned are less than 20, they shall be assigned other courses by the minor department to make up the credits required and submit relevant documents (hard copy) to the Office of Academic Affairs for future reference.
8. For students choosing a minor, their overall grades in each semester shall be calculated by combining their major and minor studies.
9. If students have completed courses and credits required in a minor and received the passing grades, the name of the minor study is allowed to be noted on the graduate list, complete transcript, graduation certificate, and degree certificate, etc.
Before the period of study has expired, students intending to retake a minor course and make up credits shall apply for extending the period of study within the add/drop period in the last semester of the graduation year. Otherwise, they are deemed to have foregone the study.
10. For students taking on a minor who have reached the maximum period of study but have not fulfilled the elective credits to make up the minimum graduation credit requirement for the major, they may apply for foregoing the minor to the Office of Academic Affairs by the end of the add/drop period in the last semester, and transfer the minor credits to make up the credits required for the elective courses of the major in accordance with regulations concerned.
11. If students taking a minor have completed course credits required in the major and yet have not earned the total course credits required in the minor, the name of the minor shall not be noted on their degree certificate. In addition, after graduation, they shall not make up credits for the minor by returning to school and retaking minor courses, or be awarded a certificate of minor study.
12. For students who are taking a minor, if extra costs are demanded as a result of internships, experiments, materials, or license tests, it shall be stated in the admission prospectus. For students taking on a minor

and thus extending the period of study, their tuition fees are charged according to the extended period of study.

13. The Guidelines shall be issued and implemented upon verification by the President after being approved at the Academic Affairs Meeting. Amendments shall follow the same procedure.