國立中央大學學生學分抵免申請表

NCU Application for Credit Waivers and Transfers

____年____月____日　　Date: _____(Month/Date/Year)

姓名 Name		學號 Student ID No.		電話 Phone	
系所 Department/ Institute		年級/班組 Grade/Class	年級 Grade 班組 Class	身份 Status	□新　生 New Student □轉學生 Transfer Student □在校生 Current Student

原已修科目學分及成績 Credits and Grades of the Courses Already Taken					可抵免本校科目學分 Credits That Can Be Transferred or Waived				審核意見 Suggestion and Verification	
科目 Course	學年 Academic Year	學期 Semester	學分 Number of Credits	成績 Score	科目 Course	課號 Course Number	學分 Credits	必/選修 Required/ Elective	開課單位審核及簽章 Signature/Seal of the Unit Giving the Course	就讀系所審核及簽章 Signature/Seal of the Applicant's Department/Institute

系所初審 Primary Review of the Applicant's	教務處複審 Secondary Review of the Office of Academic Affairs
准予抵免必修：_____學分;選修：_____學分 共計：_____科_____學分 ____ credits of any required courses and ____ credits of any elective courses are allowed to be transferred and waived. There are ____ courses in total containing the sum of _____ credits.	准予抵免共計：_____科_____學分 ____ courses in total containing the sum of ____ credits are allowed to be transferred and waived.

系所經辦 Department/Institute	系主任/所長 Director of the Department/Institute	註冊組經辦 Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長(或授權人) Dean of Academic Affairs (or Deputy)

簽核順序：

開課單位→就讀系所經辦→就讀系所主任/所長→註冊組經辦→註冊組組長→教務長(或授權人)

Procedures: The Applicant's Department/Institute → Director of the Applicant's Department/Institute → Division of Registrar → Chief of the Division of Registrar → Dean (or Deputy)

1. 請參考國立中央大學學分抵免辦法。Please refer to the NCU Regulations of Credits Waivers and Transfers.
2. 附成績單正本乙份（抵免科目請用螢光筆畫記）。Please also submit an original copy of a transcript (highlight the courses that can be transferred and waived with a highlighter).
3. 抵免學分之申請時間，新生（含轉學生）應於入學第一學期或第二學期校曆規定時間內辦理。在校生應於取得學分後次學期校曆規定時間內辦理。The period of time for the application for credit waivers and transfers: New students (including transfer students) with the need to waive or transfer credits should go through the procedure during the regulated period of time on the school calendar in the first or second semester since the students' being admitted by NCU. Current students should go through the procedure during the regulated period of time on the school calendar in the next semester after obtaining credits.