## 學分抵免作業流程 Procedures for Credits Waivers

將學分抵免表及成績單送開課單位及就讀系所審核其是 否可抵免學分

Submit the application form for credits waivers and your transcript to the teaching unit and your department for ratification

抵免表繳交就讀系所初審,於校曆規定時間內辦理,並 彙整送回教務處註冊組複審

Submit the application form to the department for first evaluation on schedule according to school calendar. After that, sent it to the Office of Academic Affairs for re-evaluation.

大學部轉入二年級者在本校至少需修滿 50 學分大學部轉入三年級者在本校至少需修滿 82 學分

Students transferring as sophomores need to complete at least 50 credits. Students transferring as juniors need to complete at least 82 credits.

依本校規定簽請上級核准後,並輸入電腦建檔 Ratified application will be filed in computer.

印製抵免科目學分成績單

- 1.一份教務處存查。
- 2.一份學生留存。

Print out two copies of transcripts after credits Waivers.

One for Office of Academic Affairs and the other is for the applicant.