

國立中央大學 函 (稿)

地址：32001 桃園市中壢區中大路
300 號

承辦人：

電話：03-4227151 分機

傳真：03-4253752

電子信箱：hsiang@cc.ncu.edu.tw

受文者：如正副本

發文日期：中華民國***年**月**日

發文字號：中大教註字第*****號

速別：普通件

裝 密等及解密條件或保密期限：

附件：

主旨：台端(學號：*****)**學年度第*學期，依本校學則第
***規定應予退學，請查照。

Subject: You (student ID: _____) have been informed that
National Central University (NCU) has expelled you from
school in the ____ semester of the ____ academic year per
NCU Study Regulations' provision specified in this letter.

訂

說明：

Description:

一、本校學則第***規定：「***」。

1. The decision was made per Article ____ of NCU Study
Regulations: "_____."

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National Central University Study Regulations can be
found in the category of "Regulations & Procedures" on
the left side of the website of the Office of Academic
Affairs. You can download it at the following link:

http://pdc.adm.ncu.edu.tw/rule_note.asp?roadno=9.

二、請即日起攜帶學生證至本校教務處註冊組辦理離校
手續(休學逾期未復學之退學生可免辦理)。

2. Attached is one copy of your transcript. Please proceed
to the Register Division at NCU with your student ID card

to complete the procedures to leave school (students who did not resume study after their suspension of schooling had expired are exempt from the procedures).

三、對本退學處分如有不服，請於文到次日起二十日內依據本校學生申訴辦法之規定逕向本校學生申訴評議委員會提出申訴。

3.If you disagree with the expulsion decision, please submit an appeal to the Student Grievances and Review Committee of NCU per the Regulations Governing the Student Grievances at NCU within twenty days from the second day of receiving this official letter.

四、相關疑問請洽承辦人：^列印參數^，聯絡電話： | (03)4227151 轉^列印參數^，電子信箱：^列印參數^。

4.Please contact the person in charge if you have any questions.

Name of the person in charge: 承辦人姓名

Phone No.: (03)4227151 ext. 分機號碼

Email: 電子郵件地址

五、本文英文說明請至教務處註冊組英文網頁→重要公文→03 退學

5. For the English translation of this letter, please refer to the English webpage of the Registration Division → Important Official Letters → 03 Notification of Expulsion.