

# 國立中央大學學生提高編級申請表

## NCU Application Form for Grade Skipping

\*本提高編級申請表於辦理學分抵免時一併提出申請。This form should be submitted along with the application form for credit transfer and course waivers.

申請日期(月/日/年)：\_\_\_\_\_ (Date: MM/DD/YYYY)

姓名 Name		學號 Student ID No.		電話 Phone	
系所 Department		班組 Class		年級 Grade	
身份 Status	<input type="checkbox"/> 大學部新生 Freshman <input type="checkbox"/> 轉學生 Transfer Student	編級 Applying For	<input type="checkbox"/> 申請編入二年級 Skipping to Second Grade <input type="checkbox"/> 申請編入三年級 Skipping to Third Grade		
系所初審 Primary Review by the Department		教務處複審 Secondary Review by the Office of Academic Affairs			
可列計本系畢業應修學分共計：... 學分 The number of credits that can be included in the credits for graduation required by the department: _____.		可列計該系畢業應修學分共計：... 學分 The number of credits that can be included in the credits for graduation required by the department: _____.			
<input type="checkbox"/> 准予提高編級為 ... 年級 Application for grade skipping to _____ grade is granted.  <input type="checkbox"/> 裁定不准予提高編級 Application for grade skipping is denied.		<input type="checkbox"/> 通過提高編級 Application for grade skipping is granted. (畢業應修科目與學分依各該年級相關規定修習。Courses and credits required for graduation are designated by relevant regulations for each grade.)  <input type="checkbox"/> 不通過提高編級 Application for grade skipping is denied.			
系所核章 Verification from the Department		教務處核章 Verification from the Office of Academic Affairs			
學系經辦 Clerk at the Department	系主任 Director	註冊組經辦 Division of Registrar	註冊組組長 Chief of the Division of Registrar	教務長 Dean of Academic Affairs	

簽核順序：學系經辦→系主任→註冊組經辦→註冊組組長→教務長

Procedures and Instructions: Department → Director of the Department → Division of Registrar → Chief of the Division of Registrar → Dean of Academic Affairs

1. 提高編級，於辦理學分抵免時一併提出申請，以一次為限。經核准者，不得申請變更或撤銷。Application for grade skipping can only be filed once and should be submitted along with the application for credit transfer and credit waivers. Altering or withdrawing the application is not allowed once the application is ratified.
2. 學士班學生，得依其抵免學分申請提高編級。抵免畢業應修學分數四十學分以上者得編入二年級、抵免畢業應修學分數七十八學分以上者得編入三年級。編入年級由各學系(學位學程)裁定。Undergraduates can apply for grade skipping according to their credits transferred or waived. Students who transferred or waived more than 40 credits included in the credits required for graduation can skip to the second grade. Students who transferred or waived more than 78 credits included in the credits required for graduation can skip to the third grade. An applicant's department (degree program) has the power of discretion in determining the grade that the applicant can skip to.
3. 轉學生依錄取年級入學為原則，但如抵免學分符合前款提高編級之規定者，得申請提高編級。Transfer students will be enrolled in the admitted grade in principle; however, they can apply for grade skipping if the number of their transferred or waived credits meets the regulations of grade skipping stated above.
4. 提高編級學生，畢業應修科目與學分，依各該年級相關規定修習。For students who skip grade, courses and credits required for graduation are designated by relevant regulations for each grade.
5. 學生轉入二年級者，在本校修業期限為三年，至少修滿八十二學分；學生轉入三年級者，在本校修業期限為二年，至少修滿五十學分。For students who transfer to second grade, the duration of study is limited to 3 years and at least 82 credits have to be acquired. For students who transfer to third grade, the duration of study is limited to 2 years and at least 50 credits have to be acquired.
6. 請參考國立中央大學學分抵免辦法。Please refer to the regulations of credit transfer and credit waivers.