

# 修讀學分學程作業流程

## Procedures for Applying for Non-degree Conferring Programs

學生提出修讀學分學程之申請，應於本校行事曆規定之申請期限內提出申請，學分學程應修科目學分，以申請學年度編印之教務章則所訂之各學系學分學程科目表為準。

Applicants should apply for Non-degree Conferring Programs during the appointed time based on the school calendar. Required subjects and credits for each professional course should be based on the Regulations of Non-degree Conferring Programs published by the Division of Academic Affairs in the applied academic year.

原主系主任及學分學程主任簽章

Ratified by the chairperson of the original major department and the supervisor of the unit of professional courses.

送交註冊組

Section of Registry

放棄學分學程

Cancellation of the Non-degree Conferring Programs

修滿學分學程

Complete the Non-degree Conferring Programs

修讀學分學程學生，擬終止修讀學分學程者，應至教務處申明放棄並取銷其學分學程資格。

For students of Non-degree Conferring Programs to apply for the cancellation, they need to complete the canceling procedure in the office of Academic affairs.

修滿學分學程規定之科目與學分，成績及格者，其歷年成績表上註記學程名稱及修畢學分數，並發學分學程證書。

Students who have completed Non-degree Conferring Programs with qualified grades according to the Regulations of Non-degree Conferring Programs, their transcripts will be noted with the name of the course along with its credits and grades, and the certificate will be conferred as well.