

朝陽科技大學 Chaoyang University of Technology

學生提高編級申請書 Application for Promotion to a Higher Year/Class

~填寫申請書請前先閱讀背頁 Please read Notes on the back page before completing this form~

申請人資料 Applicant Information		
姓名 Name	學號 Student No.	連絡電話 Contact Number
系別、年級、班別 Department, Year & Class		部別 Division (請勾選 please check) ☐ 日間 Daytime ☐ 進修 Evening
抵免學分數 Credits waived	申請提高編級 _____年級第_____學期 Apply for promotion to Semester_____ of Year_____	
申請事由 Reason for application	原就讀於 _____大學(院) _____系 _____年級 _____班 (請勾選) 認畢業 認肄業 Originally studied at Class_____ Year_____ of the Department of _____ in _____ (Name of University/College) in the status of (please check) ☐ Graduate ☐ School Noncompletion. 於_____學年度經 (請勾選) 電轉學考試 電大學入學考試 電其他 _____ 進入本校 _____系 _____年級 _____班 Through (please check) ☐ School Transfer Exam ☐ General Entry Exam ☐ Other _____, admitted to Class _____ Year _____ of the Department of _____ in Chaoyang University of Technology. 隨申請書附上原校成績單及抵免學分申請書。 Transcripts from the original school and the application of credit waiver/transference are attached.	
申請人簽名 Signature of applicant		申請日期 Application Date
系審查 Review by Department		
結果 Result (請勾選 please check): ☐ 同意 Accepted ☐ 不同意 Not Accepted		
審查委員會 Review Committee	系主任 Department Director	院長 College Dean
(簽章 Signature)	(簽章 Signature)	(簽章 Signature)
教務處註冊組/進修教學組確認 Confirm by Office of Academic Affairs		
承辦人 Handle by	單位主任 Section Head	教務長 Dean of Academic Affairs
(簽章 Signature)	(簽章 Signature)	(簽章 Signature)

註 Notes

1. 經重考再行入學之退學生或選讀生，依法取得學籍時，其已修及格之科目學分，由校酌情抵免學分及提高編級，但至少須修業一年並依照各學期限修學分數修習始可畢業。其提高編級不得高於退學年級，規定如下：

- (一) 新生抵免學分數達 18 學分以上者，得提高編級為一年級第二學期。
- (二) 抵免學分數達 54 學分以上者，得提高編級為二年級第二學期。
- (三) 抵免學分數達 72 學分以上者，得提高編級為三年級第一學期。
- (四) 抵免學分數達 88 學分以上者，得提高編級為三年級第二學期。
- (五) 抵免學分數達 104 學分以上者，得提高編級為四年級第一學期。

If students (including visiting students), who previously withdrew school and re-entered via examination, have legally attained a student status, CYUT will discretionally consider to waive and/or transfer credits of completed courses and promote students to higher year/class. However, students should complete at least one-year study according to credit requirements of each semester for graduation. The year/class where the student is promoted should not exceed the year/class when he/she withdrew school. Regulations are as below:

- 1.1 Freshmen who got more than 18 credits being waived and/or transferred will be promoted to the 2nd semester of Year 1.
- 1.2 Students who got more than 54 credits being waived and/or transferred will be promoted to the 2nd semester of Year 2.
- 1.3 Students who got more than 72 credits being waived and/or transferred will be promoted to the 1st semester of Year 3.
- 1.4 Students who got more than 88 credits being waived and/or transferred will be promoted to the 2nd semester of Year 3.
- 1.5 Students who got more than 104 credits being waived and/or transferred will be promoted to the 1st semester of Year 4.
2. 退學學生最高得編入退學之年級。

The highest year/class that a student, who previously withdrew school, enters will be the year/class when he/she withdrew.

3. 申請提高編級以一次為限，提高編級經核定者，不得申請變更或撤銷。

This application of promoting to highest year/class should not be more than once. Alteration or cancellation is not accepted after the application has been approved by the Department Director and the College Dean.

4. 提高編級學生至少須修業一年並依照各學期限修學分數修習始可畢業。

Students who have been promoted should complete at least one-year study according to credit requirements of each semester for graduation.

5. 提高編級需填寫提高編級申請表，經系主任及學院院長同意後，送教務處註冊組彙辦。

Students who intend to apply for promotion should complete the application form and submit to Department Director and College Dean for approval. The Admissions Section of Office of Academic Affairs will then handle the application.

6. 本校為辦理提高編級申請之目的，本表蒐集之基本資料 (C001 辨識個人者)，在申請期間於校務地區進行審核提高編級申請及必要之業務聯繫作業，若未提供正確完整之資料，將無法完成申請。你得依個人資料保護法第 3 條行使查閱、更正個資等當事人權利，行使方式請洽本校註冊組(分機 4013~4019)。

The personal information (C001 Type for identifying individuals) that Chaoyang University of Technology collected are only used for processing the application of promoting to upper form(s) during the period when the application is under review within the school and when the contact of the relevant individual becomes necessary. Application would not be processed for submission of incomplete information. Applicants have the right to inquire and correct personal information according to Article 3 of the Personal Data Protection Act. For details please contact the Admissions Section of CYUT at ext. 4013-4019.