

【學分抵免】Q&A

【Credit Waiver】Q&A

Q：在校生如何辦理學分抵免？

Q：How can current students apply for credit waivers?

- 先確認欲申請抵免的課程類別，一般系所專業課程、輔系或雙主修專業課程或通識教育課程。

First, confirm the type of course for which you wish to apply for a waiver: department-required courses, minor or double major courses, or general education courses.

- 依照下列步驟進行：

Follow the steps below:

1. 填寫表單：至註冊組或教務處網頁下載對應的抵免學分申請表。

Fill out the form: Download the appropriate “Credit Waiver Application Form” from the Registration Division or the Office of Academic Affairs English website.

2. 準備資料：檢附歷年成績單正本及課程大綱。

Prepare documents: Attach the original copy of your academic transcript and course syllabus.

3. 審核流程：

(1) 一般系所專業課程，送授課教師、指導教授（或導師）、系所主管簽核，再交由註冊組複核。

(2) 輔系或雙主修專業課程，送輔系或雙主修系主任簽核、送所屬系所簽核，再交由註冊組複核。

(3) 通識教育課程，送西灣學院審核，再交由註冊組複核。

Approval process:

For department-required courses: Submit the application for signatures from the course instructor, academic advisor (or mentor), and department chair, then submit to the Registration Division for final review.

For minor or double major courses: Submit for signature from the minor or second major department chair, then your home department, and finally the Registration Division for review.

For general education courses: Submit to Si Wan College for review, then to the Registration Division for final approval.

4. 審核結果：經核准者，註冊組將抵免結果核章後轉交系所，由系所通知學生。

Review result: Once approved, the Registration Division will return the signed form to your department, which will notify you of the result.

Q：轉學生或重新考入本校學生（新生），如何辦理學分抵免？

Q：How do transfer students or newly admitted students apply for credit waivers?

新生或轉學生請於公告申辦期限內辦理，通常為開學前三週左右。請留意教務處註冊組公告。

各類課程申請抵免流程與審核結果請參照上述在校生方式辦理。

New or transfer students must apply within the announced period, typically about three weeks before the semester starts. Please refer to announcements from the Registration Division of the Office of Academic Affairs.

The application procedure and review process are the same as for current students.

Q：研究所新生，是否可抵免大學時期已修過的研究所課程？

Q：Can newly admitted graduate students waive graduate-level courses completed during their undergraduate studies?

可以。

Yes.

➤ 本校學士班畢業生：

欲抵免的學分必須未列入學士班最低畢業學分數，可按照上述在校生方式辦理抵免。

If you graduated from NSYSU undergraduate program:

The credits to be waived must not have been counted toward your undergraduate minimum graduation credit requirements. Follow the same application procedure as current students.

➤ 他校學士班畢業生：

欲抵免的學分必須未列入學士班最低畢業學分數。至註冊組親取或至教務處英文網頁下載填寫「**研究所科目學分證明**」，至原學士班畢業學校教務處核章後，再按照上述在校生方式辦理抵免流程。

If you graduated from another university:

The credits to be waived must also not have been counted toward your undergraduate minimum graduation requirements. Download and complete the “Certification of Graduate Course Credits from Other University form” from the English website or pick it up from the Registration Division. Have it certified by your previous university’s Office of Academic Affairs, and then proceed with the same credit waiver process as current students.

Q：已抵免的課程，學分數或成績會呈現於成績單上嗎？是否會影響 GPA 計算？

Q：Will the waived courses appear on my transcript? Will they affect my GPA?

已抵免的課程將列示於成績單中，顯示課程學分數，成績欄則以「TR」註記。抵免課程僅計入畢業學分數，不納入學業成績計算，不會影響 GPA。

Waived courses will be listed on your transcript showing the number of credits, with the grade field marked as “TR”. They will count toward graduation credits but will not be included in GPA calculation.

Q：還有什麼注意事項？

Q：Are there any additional notes?

申請前請詳閱，「辦理學生抵免學分辦法」與「在職專班學生抵免學分辦法」。
若已被系統自動配課，或學生已選修該科目，抵免通過後請務必在加退選期限內退選，避免造成重複修課。

Before applying, please read the University “Regulations for Credit Transfer” and “Regulations for Credit Transfer of In-Service Program”.

If the course has already been automatically assigned by the system or registered by the student, be sure to drop the course during the add/drop period after the waiver is approved, to avoid duplicate enrollment.

