

# 淡江大學提前畢業申請表

申請日期： 年 月 日

|   |        |  |        |        |  |    |          |  |
|---|--------|--|--------|--------|--|----|----------|--|
| 系年班   |        | 姓名   |        | 學號     |  | 電話 |          |  |
| 提前畢業條件如下：   |        |  |        |        | 教務處審核資格  |    | 教務處承辦人簽章 |  |
| 一、應修學分全部<br>修滿  | 畢<br>年 | 審<br>度   |        |        | <input type="checkbox"/> 符合 <input type="checkbox"/> 不符                |    |          |  |
|   | 應<br>學 | 修<br>分   | 已<br>學 | 修<br>分 |  |    |          |  |
|   | 應<br>系 | 修<br>選   | 已<br>系 | 修<br>選 |  |    |          |  |
| 二、每學期學業成績平均在 80 分以上<br>(檢附歷年成績單正本)  |        |  |        |        | <input type="checkbox"/> 符合 <input type="checkbox"/> 不符                |    |          |  |
| 三、操行成績平均在 80 分以上  |        |  |        |        | <input type="checkbox"/> 符合 <input type="checkbox"/> 不符                |    |          |  |
| 四、名次在該系該年級該班學生數前 10%以內(轉學生自轉入年級起為計算標準)<br>■(1~ 年級)名次：                      ■該班人數：<br>■百分比：                              % |        |  |        |        | <input type="checkbox"/> 符合 <input type="checkbox"/> 不符                |    |          |  |
| 五、轉學生申請提前畢業者：<br>須符合本校學則第 43 條修業年限規定：大學畢業生入學者，其修業年限不得少於一年；專科畢業生入學者，其修業年限不得少於二年。   |        |  |        |        | <input type="checkbox"/> 符合 <input type="checkbox"/> 不符<br>(轉學生須審核本項目) |    |          |  |
| 學系助理簽章  |        | <input type="checkbox"/> 該生為外國學生得免修「大三出國」                              |        |        |  |    |          |  |
| 系主任簽章   |        |  |        |        |  |    |          |  |
| 教務處<br>審核結果   |        | <input type="checkbox"/> 符合四上畢業資格<br><input type="checkbox"/> 符合三下畢業資格 |        |        | <input type="checkbox"/> 不符合提前畢業資格                                     |    |          |  |
| 註冊課務<br>發展中心<br>複核人   |        |  |        |        | 註冊課務<br>發展中心<br>主 任  |    |          |  |
| 秘 書   |        |  |        |        | 教務長  |    |          |  |

備註：

- 1、申請時間：提前一學期畢業者於 2月 申請，提前一學年畢業者於 8月 申請。
- 2、依本校學則規定，表列提前畢業條件均符合者，始具申請資格。
- 3、審核結果影本將送各系，申請同學請至各系領取，申請通過者於領取核定影本後 10 個工作天始得領取學位證書，領取學位證書前，請先至離校平台查詢離校手續是否完成。

\* 依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。

# Tamkang University Early Graduation Application Form

Application date : (YYY/MM/DD)

|   |   |      |   |            |  |  |  |
|---|---|------|---|------------|--|--|--|
| Department  |   | Name |   | Student ID |  | Mobile   |  |
| Early Graduation Conditions are as Follows:   |   |      |   |            |  | Office of Academic Affairs   |  |
| 1. All required credits must be completed.  | Year of Graduation<br>R e v i e w   |      |   |            |  | <input type="checkbox"/> Qualified<br><input type="checkbox"/> Not Qualified   |  |
|   | Graduation Credits  |      | A c c u m u l a t e d<br>Graduation Credits   |            |  |  |  |
|   | Department-specific<br>Selective Graduation<br>C r e d i t s  |      | A c c u m u l a t e d<br>Department-specific<br>S e l e c t i v e<br>Graduation Credits |            |  |  |  |
| 2. Average grades are above 80 each semester. (Submit the original transcript of academic records from all previous years)  |   |      |   |            |  | <input type="checkbox"/> Qualified<br><input type="checkbox"/> Not Qualified   |  |
| 3. Average personal conduct grade is above 80.  |   |      |   |            |  | <input type="checkbox"/> Qualified<br><input type="checkbox"/> Not Qualified   |  |
| 4. Place in the top 10% of students in their year, their department, and in their class; transfer students' fulfillment of these criteria will be measured starting from when they arrive at TKU.<br>■ Rank (1 to      grade):      ■ Class Size :  |   |      |   |            |  | <input type="checkbox"/> Qualified<br><input type="checkbox"/> Not Qualified<br><input type="checkbox"/> Percentag :      %            |  |
| 5. Transfer students applying for early graduation must meet the requirements of Article 43 of the TKU Study Regulations: New students who enter TKU who have previously already graduated from a bachelor's degree program must study at TKU for at least a year before graduating. New students at TKU who previously graduated from a vocational college must study at TKU for at least two years before graduating. |   |      |   |            |  | <input type="checkbox"/> Qualified<br><input type="checkbox"/> Not Qualified<br>(This criteria must be reviewed for transfer students) |  |
| Department Assistant  | <input type="checkbox"/> The Foreign student is exempted from taking "JUNIOR ABROAD"<br>Signature :   |      |   |            |  |  |  |
| Department Chairman   | Signature :   |      |   |            |  |  |  |
| Academic Affairs Office<br>Review Results   | <input type="checkbox"/> Qualified for graduation in the first semester of the fourth year<br><input type="checkbox"/> Qualified for graduation in the second semester of the third year<br><input type="checkbox"/> Not qualified for early graduation |      |   |            |  |  |  |
| Center for<br>Registration-Curriculum<br>Development  |   |      | Director of Center for<br>Registration-Curriculum<br>Development                        |            |  |  |  |
| Secretary   |   |      | Dean of Academic<br>Affairs   |            |  |  |  |

- Notes : 1. **Application Time: For students graduating one semester early, please apply in February; for students graduating one year early, please apply in August.**
2. According to TKU Study Regulations, students who meet all the early graduation conditions listed are eligible to apply.
3. A copy of the review results will be sent back to respective department. Applicants shall collect it from their respective department. For those approved, the degree certificate can be collected 10 working days after receiving the approved copy. Before collecting the degree certificate, please check on the Graduation Procedure Inquiry System to confirm the departure procedures are completed.

\* In accordance with personal data management regulations of university, personal data collected in this form is used solely for academic affairs and will be destroyed after the retention period expired.