

National Chengchi University

Application Form for Substitution of Credits

Check one of the following options: Master's or Doctoral students Minor
 Double majors Department transfer General studies courses

Name: _____ Department (institute) and Year: _____ Student No.: _____

Minor: _____ Department of study (academic year of application: _____)

Double majors: _____ Department of study (academic year of application: _____)

Department transfer: Transfer from the Department of _____ to the Department of _____ during the academic year of ____.

Substitute course, credits, and semester							Seal/signature of the director of the department offering the substitute course	
Title of the original course	Credits for the semester		Title of the substitute course applied for	Original credits for the semester			Total credits ratified	Seal/signature of approval
	1st	2nd		Academic year	1st	2nd		

Reason for applying for course substitution:

This form is applicable to the following situations:

1. If a required course for a student pursuing a minor, double major, or transferring to another department has been completed in the original department, it shall not be repeated by that student but shall be substituted with another specified course.
2. The new general studies course may be substituted for the original general studies

course, and vice versa.

- 3. If, due to curriculum revision, the aforementioned required course is not assigned with sufficient credits, or is no longer available, it shall be substituted with another specified course.**

Applicant's seal/signature: _____

_____ (Day/Month/Year) _____