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| **CYCU\_\_\_\_\_academic year【󠄀Transfer Change for Department/Institution/Degree Program】**  **Course Recognition Application Sheet** | | | | | | | | | | | | | |
| Please read the CYCU list of required subjects and student credit assessment criteria rules in advance. | | | | | **Newly transferred Department/class** |  | | | **Name:** | | **Student ID:** | | |
| **Contractors should fill out the form with a thick frame**  **(For official use only )** | | | | | **Original**  **Department/class** |  | | | **E-mail:** | | **Phone number:** | | |
| **Transference courses for the new department** | | | | | **Courses completed by the original department** | | | | **Initial examination**  **(by additional department)** | **Review**  **(by Curriculum and Registration Division)** | **Approved** | | **Note** |
| **Course**  **code** | **Required/**  **Selected** | **Course name** | **Credits** | | **Course name** | **score** | **credits** | **grade** | **Credits** | |  |
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| **Total credits** **approved by the Initial examination**:  **Total credits** **reviewed by the Curriculum and Registration Division**: | | | | | | | | | | | | | |

Note: **[Course transference process]** determines whether the newly transferred department, institute, or degree program will be recognized as graduation credits. Please follow the instructions below.

1. The course transference process is applied with the transference of "professional courses". Common courses (physical education, general studies, religious philosophy, humanistic philosophy, etc.) do not need to be filled in because they are consistent. However, "General education courses" must meet the general requirements specified by the "new college/department/institute" for the transfer process before they can be recognized as general education credits. Those who are insufficient must take additional courses.
2. Students who transferred from departments outside the College of Business to a department within the College of Business, if their applicable academic year is from the 109-academic year (inclusive) and before, should take 4 credits in total for freshman English (I) and (II), for which the method of credit completion should be consulted with the Language Center.
3. If students have taken the courses offered by the newly transferred department before transferring to a department, institute, or degree program, they do not need to apply for a transfer. (Example: If a student from the Department of Mathematics transfers to the Department of Business Administration and has taken Introduction to Business in the Department of Business Management, which is already a course in the Department of Business Management and does not need to be confirmed)
4. Please attach one original copy of academic transcripts for verification by the department (institute) and degree program.
5. The courses of the previous department or degree program that the student transferred to will still be fully displayed on the transcript, regardless of whether they are rejected.
6. The transference credit is not a "waiver credit" and cannot be entered into the system for maintenance. Please keep the student's credit form for reference in future qualification reviews upon graduation.
7. The transference credit processing process:

Student → "Newly transferred Department/Institution/Degree Program" or "Relevant course providing unit" → Contractors of each department of the Curriculum and Registration Division.

1. Those who disagree with the review result may submit a written appeal to the "CYCU Student Grievance Committee" within 30 days from the next day after receiving the result notification, in accordance with the school's Student Appeal Regulations.

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| Applicant sign  Date: \_\_\_\_YY\_\_\_MM\_\_\_DD | Initial examination sign  Date: \_\_\_\_YY\_\_\_MM\_\_\_DD | Review the unit sign  Date: \_\_\_\_YY\_\_\_MM\_\_\_DD |