

南華大學學生退(轉)學及離校手續申請表

NHU Application for University Withdrawal/University Transfer

申請日期 Date: 年/Y 月/M 日/D

系所名稱 Dept./Institute		學號 Student No.	姓名 Name	※請繳回 學生證	
學生學制 Programs	<input type="checkbox"/> 大學日間部 Bachelor's Program <input type="checkbox"/> 進修學士班 Bachelor's Program (Extension Education) <input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 碩士專班 Master's Program (Weekend) <input type="checkbox"/> 博士班 Doctoral Program				
生效學期 Withdrawal Semester	_____學年度第_____學期 (_____Academic Year _____Semester)				
前一學期 是否有 辦理休學	<input type="checkbox"/> 是 *離校手續會簽單位：①系主任或所長→②系所經辦→③會計室→④國際及兩岸學院→完成後送回【教務處】。 Required signatures should be in the following order: ①Chair/Director →②Department Administrative Assistant →③Accounting Office④ Office of International Affairs →After completing these steps, please return (with these application forms) to the Office of Academic Affairs. <input type="checkbox"/> 否 *離校手續單位請全部會簽。				
退學原因 Reasons	<input type="checkbox"/> 因逾期未註冊因素 (Semester registration overdue) <input type="checkbox"/> 因休學逾期未復學因素 (Suspension from previous school) <input type="checkbox"/> 因懷孕因素 (Pregnancy) <input type="checkbox"/> 因育嬰因素 (Child rearing: under 3 years old) <input type="checkbox"/> 因工作需求因素 (Work/job) <input type="checkbox"/> 因經濟困難因素 (Financial difficulties) <input type="checkbox"/> 因病因素: 身心狀況不佳 (Health issues: weak mental/physical conditions) <input type="checkbox"/> 因生涯規劃因素: <input type="checkbox"/> 因兵役 (Military service) <input type="checkbox"/> 出國等 (Overseas study) <input type="checkbox"/> 因學業成績因素 (Academic pressure) 學業成績不及格、曠課逾規定時間、修業年限屆滿等。 <input type="checkbox"/> 因操行成績因素 (Low performance ability) 操行不及格等。 <input type="checkbox"/> 因志趣不合因素: 重考或轉學至_____大學(學院), 原因: (Major/personal interests do not match) University transfer: University name _____ <input type="checkbox"/> 其他: (請填寫) Other: (Brief details) _____				
申請人 Signatures	學生簽章 Student Signature:		家長簽章 Parental Signature (Undergraduates only): (碩、博士生本欄免簽)		
系所審核 Supervising Divisions	系主任(所長)核章 Department/Institute Chair		系所經辦 Department/Institute Administrative Assistant		
※申請之學生須經所屬系所辦公室、導師或系所主管訪談後，始可繼續辦理下列離校流程。					
離校 手續 會 簽 單 位 Coordinating Offices	體育室 Teaching Center of Physical Education (學慧樓1樓 H114室)		圖書館 Library (無盡藏)		會計室 Accounting Office (成均館2樓 C213室)
	學務處-軍訓室 Military Education and Student Safety Section (成均館1樓 C111室)		學務處-生活輔導組 Guidance and Counseling Section (成均館1樓 C111室)		學務處-課外活動組 Extracurricular Activities Section (成均館1樓 C111室)
					學務處-資源教室 (文會樓1樓) (身心障礙生須會)
	國際及兩岸學院 Office of International & Cross-Strait Affairs (學慧樓1樓 H115室)		總務處-保管組 Office of General Affairs- Custody Section (成均館1樓 C117室)		總務處-事務組 Office of General Affairs- General Affairs Section (成均館1樓 C117室)
					總務處-出納組 Office of General Affairs- Cashier Section (成均館1樓 C117室)
教務處審核 Supervising Divisions	註冊組經辦 Assistant of Registrar Section (成均館1樓 C101室)		註冊組組長 Director of Registrar Section		教務長 Dean of Academic Affairs
	學生證繳回否? <input type="checkbox"/> Y <input type="checkbox"/> N Student ID card returned?				

說明: Guidelines:

- 一、退學會簽流程：①系主任或所長→②系所經辦→③體育室→④圖書館→⑤會計室→⑥學務處(身心障礙生請加會資源教室)→⑦國際及兩岸學院→⑧總務處→完成後送回【教務處】。

Withdrawal/Transfer process for signatures should be in the following order: Chair/Director →②Department Administrative Assistant →③Teaching Center of Physical Education →④Library →⑤Accounting Office →⑥Office of Student Affairs →⑦Office of International Affairs →⑧Office of General Affairs →After completing these steps, please return (with these application forms) to the Office of Academic Affairs.

- 二、系所經辦收件日即為退費日期計算基準日。如合於退費之學生，請參閱會計室公告之退費標準，並請於申請時一併繳交「存摺影本」或「回郵信封」向各系所洽辦退費手續。
Amount of tuition refund is based upon the date of receipt of completed application forms. Please include a photocopy of bank account and a prepaid return address envelope for refunding process.

- 三、學生有下列情形之一者，應令退學:

Students should withdraw from the university under any of the following circumstances:

1. 操行成績不及格者。

(1) Conduct performance grade failure: below 60%.

2. 學期學業成績不及格科目之學分數，當學年度連續兩學期達該學期修習學分總數二分之一者。

(2) Over one half of the total credits for two consecutive semesters failed.

3. 僑生、外國學生、海外回國之蒙藏生、原住民籍學生、派外人員子女學生及符合教育部規定之大學運動績優學生，學業成績不及格科目之學分數，連續兩學期達該學期修習學分總數三分之二者。

(3) For overseas Chinese students, foreign national students, return students from Mongolia or Tibet, local aboriginal students, students of parents officially dispatched overseas, and students with outstanding sports ability must follow the regulations of the Ministry or Education which requires university withdrawal for over two-thirds of the total credits for two consecutive semesters failed.

4. 學期修習科目在九學分以下者，得不受前二項規定之限制。

(4) Students below 9 credits for one semester are not restricted by (2) and (3) above.

5. 休學期滿未申請復學者或未繼續申請休學者。

(5) Students who withdraw and do not reapply to return during a two-year grace period will automatically be expelled.

6. 無故不到校註冊，亦未於規定期間請准休學者。

(6) Students who exceed the time limit for withdrawal and do not register for classes will automatically be expelled.

7. 修業期滿，仍無法修滿規定科目與學分者。

(7) Students who do not complete all required and elective courses before the university time limit regulations will automatically be expelled.

8. 碩士班研究生累計達十二學分不及格者。

(8) Master program students who fail over 12 credits will be expelled.

9. 碩士班研究生在規定期限內學位考試或資格考核成績不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。

(9) Master program students who do not complete the postgraduate examination before the prescribed time limit or do not meet examination regulations will be expelled.

10. 符合學則規定之退學條件者。

(10) Students who do not meet all university academic regulations will be expelled.

- 四、學生因不得已事故申請退學，須經家長或監護人之同意，並經教務長核准。

Students who apply for withdrawal due to an accident, must be approved by parent/guardian and by Registrar.

南華大學學生退(轉)學訪談記錄

NHU Counseling Record for Student University Withdrawal/University Transfer

申請日期 Date: 年/Y 月/M 日/D

所屬系/所 Dept./Institute		學生姓名 Name	
年 級 Academic Year		學生學號 Student No.	
辦理退學原因 Reason(s) for Withdrawal/Transfer			
「導師」晤談內容摘要 Homeroom Advisor Counseling Content (Please describe recent performance of student.)			
導師簽名 Homeroom Advisor Signature: _____ 年__月__日			
「系所主管」晤談內容摘要 Department Chair/Director Counseling Content (Please describe recent performance of student.)			
系主任簽名 Chair/Director Signature: _____ 年__月__日			

◎本表填寫後，請將正本繳交系辦，影本擲回教務處註冊組。謝謝！

◎ After Homeroom Advisor and Chair/Director have signed for approval, please return these originals to the academic department and submit one photocopy to the Office of Academic Affairs: Registrar Section.