

# National Chengchi University \_\_\_\_\_ Academic Year \_\_\_\_\_ Semester

## Registration Course Retake Form

### 重複修習認定單

Applicant: Department and Year \_\_\_\_\_ Student ID \_\_\_\_\_ Name \_\_\_\_\_  
Tel. \_\_\_\_\_ Minor \_\_\_\_\_ Double Major \_\_\_\_\_

Registration status (to be filled in by student)	Approval from the offering department (to be filled in by department)
<p>1. Information about retaken course:</p> <p>(1) Course name:</p> <p>(2) Course code:</p> <p>(3) Credits:</p> <p>(4) Course type:</p> <p><input type="checkbox"/> Required</p> <p><input type="checkbox"/> Partially Required</p> <p><input type="checkbox"/> Elective</p> <p>2. Course registration status:</p> <p>(1) <input type="checkbox"/> Retaken course still in the course list</p> <p>(2) <input type="checkbox"/> Retaken course has been deleted</p> <p>3. Reason for having to retake course:</p> <p>(1) <input type="checkbox"/> Minor    <input type="checkbox"/> Double major</p> <p>      <input type="checkbox"/> Transfer    <input type="checkbox"/> Credited Program</p> <p>(2) Other (please specify):</p> <p><b>Applicant's signature:</b></p> <p><b>Date:</b> (yyyy/mm/dd)</p>	<p>1. Must retake this course due to the requirements of <input type="checkbox"/>minor<input type="checkbox"/>double major, <b><u>but it will not be counted toward major credits required for graduation.</u></b></p> <p style="text-align: center;"><b>Signature/Seal of the Director of the Major Department:</b></p> <p style="text-align: center;">_____</p> <p>(1) <input type="checkbox"/> Must retake this course as the previous course will not be counted toward minor/double major credits.</p> <p>(2) <input type="checkbox"/> Approved to retake this course, as the previous course accounts for _____ credits.</p> <p>(3) <input type="checkbox"/> No need to retake this course, as the previous course accounts for _____ credits.</p> <p style="text-align: center;"><b>Signature/Seal of the Director of the Minor/Double Major Department:</b></p> <p style="text-align: center;">_____</p> <p>2. Must retake this course due to the requirements of the <input type="checkbox"/>department<input type="checkbox"/>transfer:</p> <p>(1) <input type="checkbox"/> The previous course will not be counted toward graduation credits.</p> <p>(2) <input type="checkbox"/> Approved to retake this course, as the previous course accounts for _____ credits; these will count toward graduation credits.</p> <p>3. Must retake this course due to <input type="checkbox"/>the change of course credits in our department:</p> <p>(1) <input type="checkbox"/> The credits of this course will count toward graduation provided that they do not exceed the total amount of required credits as stipulated in the required course chart.</p> <p>(2) <input type="checkbox"/> The counted credits of this course should not exceed the credits of the original course.</p> <p>4. <input type="checkbox"/> Approved to retake this course due to the credited program requirements (including the Education Program), <b><u>but it will not be counted toward major credits required for graduation.</u></b></p> <p>5. <input type="checkbox"/> Approved to resume this course, as all retaken courses in this semester have been removed.</p> <p>6. <input type="checkbox"/> No need to retake this course, as it needs to be dropped.</p> <p>7. <input type="checkbox"/> Other (please specify):</p> <p style="text-align: center;"><b>Signature/Seal of the Director of the Major Department:</b></p> <p style="text-align: center;">_____</p>

Reviewed by the Registration Section	Registration Section Reveal Stamp
<p>1. <input type="checkbox"/> Upholds the approval of retaking the course, but its grade and credits will not be counted. [1][4]</p> <p>2. <input type="checkbox"/> Upholds the approval of retaking the course, and it will be counted toward graduation credits. [2-(2)][3]</p> <p>3. <input type="checkbox"/> Upholds the approval of retaking the course, and the previous course will not be counted toward graduation credits. [2-(1)]</p> <p>4. <input type="checkbox"/> Have restored a course that was taken twice in this semester. [5]</p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

After this form has been approved by the offering department, please submit it in person to the Registration Section **within the processing period of course corrections with irresistible reasons.** The applicant can return to the Registration Section one week later for a copy to keep as a record.