

綜合業務組通知

主旨：學士班學生申請提前畢業相關作業

說明：

一、依據靜宜大學學則第三十六條規定辦理。

二、申請期間：申請畢業當學期期末考試結束一週內。(本學期為111年6月24日前)

三、申請資格：

1. 修滿各該學系規定全部科目、學分及其他畢業條件(如：外語能力、資訊能力等)，有實習期限者，須實習完成。
2. 各學期學業平均成績均達八十分以上。
3. 各學期操行成績均達八十分以上。
4. 各學期均名列該系、該年級學生前百分之五以內。
5. 就讀滿六或七學期學生且達前四款標準者。
6. 轉學生及入學後曾獲准抵免學分而提高編級之新生，不得提前畢業。

四、檢附資料：

1. 填妥「提前畢業申請書」。(請於綜合業務組網頁點選表單下載/學生使用/畢業)
2. 具名次證明之六或七學期歷年成績單正本一份。

五、申請流程：請向所屬學系申請→經學系主任簽核→教務單位審核畢業資格→通知申請者→辦理離校手續→領取學位證書。

六、申請學生仍應依規定時間辦理次一學期選課及繳費等相關註冊手續。俟審核結果公告後，符合提前畢業者，請再辦理退選及退費手續。

七、審核結果預定於111年9月27日通知。

八、其他未盡事項，悉依學則相關規定辦理。

九、綜合業務組成員承辦各學系業務如下，歡迎來電洽詢：

學系	承辦人	分機	學系	承辦人	分機
財工、化科、應化	陳淑貞	11116	國企、寰管	沈素敏	11118
日文、台文、大傳	陳慶龍	11114	生態、資科、中文	羅莉鈺	11113
食營	廖玉慈	11112	西文、英文、寰外	吳思儀	11120
社工、法律、健康照顧學程、原住民學程	郭惠娟	11117	資管、資工、資傳	魏鈺紹	11115
企管、會計、	許意琦	11122	財金、觀光	陳國卿	11121

Division of Registration and Curriculum

NOTICE

Subject: Application for Early Graduation by Undergraduates

Descriptions:

1. The Application for Early Graduation by Undergraduates is handled in accordance with Article 36, *Providence University Academic Regulations*.
2. Time: One week after the Final Exam of the current semester. (Before June 24, 2022 for this semester.)
3. Eligibility:
 - (1) Students who have successfully completed all the subjects, credits, and other graduation requirements (such as foreign language proficiency test, information capacity test, etc.) stipulated by the respective departments; all practicum requirement must be fulfilled if required.
 - (2) The average academic performance for all semesters is above 80.
 - (3) The average conduct grade of all semesters are 80 points or above.
 - (4) Rank top 5% each semester of the students in the same year in the attending department.
 - (5) Students who have completed studies for six or seven semesters and meet the first four conditions.
 - (6) **Transfer students and Freshman who have been granted study year upgrade due to credit transfer are not eligible for early graduation.**
4. Documentation required:
 - (1) Fill out the Application for Early Graduation. (To download: Div. of R&C/Forms/Students/Graduation)
 - (2) One copy of the original transcript evidencing the study rank in the previous six or seven semesters.
5. Procedure: Apply to the attending department→Approved by the Department Head→Credential review by the competent Office of Academic Affairs→Notify the applicant→Process the Graduation Procedure→Collect the Degree Certificate.
6. The applicant should still complete all enrollment process, such as course registration and make all payment, for the following semester. After the eligibility for early graduation is approved, the applicant can then apply for course withdrawal and refund.
7. The review results are scheduled to be published on September 27, 2022.
8. Other matters not addressed herein are subject to the relevant *Academic Regulations*.
9. The competent staff at the Div. of R&C for the respective departments are listed below. Please contact them by phone for any questions.

Departments	Case Officer	Ext.	Departments	Case Officer	Ext.
FE, CS, AC	S.J. Chen	11116	IB, IBA	S.M. Shen	11118
JL, TL, MC	C.L. Chen	11114	EH, DB, CH	L.F. Lo	11113
FN	Y.T. Liaw	11112	SP, EN, GFL	S.Y. Wu	11120
SW, LW, HCSW, IND	H.S. Guo	11117	CM, CE, CC	Y.S. Wei	11115
BA, AC	C.Y. Sheu	11122	FI, TR	G.C. Chen	11121