**文藻外語大學 英語教學中心**

共同英語課程轉換級數申請表

申請日期： 年 月 日

|  |  |  |  |
| --- | --- | --- | --- |
| 科 系 |  | 班 級 |  |
| 姓 名 |  | 學 號 |  |
| 原級數與班級 | (e.g. 大二英文 英文四 第03組) | | |
| 授課老師建議轉換之級數 |  | | |
| 轉換級數原因 |  | | |
| 申請人 | （簽章） | | |
| 原班級  授課教師 | （簽章） | | |
| 承辦單位處理結果 |  | | |
| 英語教學中心主任 | (簽章) | | |

注意事項：

1. 本表僅適用於重補修學生及轉學生。
2. 請務必載明轉換級數原因後，給原班級授課教師簽名後才能繳交至本中心處理後續事宜。
3. 開放申請時間為開學後一週內，逾時不受理。

**Wenzao Ursuline University of Languages  
Center for English Language Teaching**

**General English Program: Level Change Application Form**

Date applied：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(dd/mm/yyyy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Major |  | | Class |  |
| Name |  | | Student ID |  |
| Original  Level & Group | (e.g. Sophomore, Level 4, Group 3) | | | |
| Level Recommended by Course Instructor | Level up ☐： | Level | | |
| Level down☐： | Level | | |
| Reason(s) for Applying |  | | | |
| Applicant | （Signature） | | | |
| Original Course Instructor | （Signature） | | | |
| Application Results |  | | | |
| Center Chair | (Signature) | | | |

Remarks:

1. This form is ONLY for transferred students, and students retaking/making up for the same level.
2. Reason(s) for level change should be clearly stated and approved (signed) by the teacher before submitting to the Center.
3. Applications should be filed within one week after a semester has begun. No overdue applications will be accepted.