

Undergraduate Student Early Graduation Request Form National Taiwan University

Pursuant to Article 53 of the National Taiwan University Academic Policies

1. Students who satisfy the following conditions may request early graduation (by one semester or one academic year) with the Office of Academic Affairs and with the approval of the corresponding Chairperson of the department, the Dean of college and the Vice President for Academic Affairs.
 - I. Completed all the required subject courses and credit hours for graduation.
 - II. Holding a passing conduct grade point average for all semesters.
 - III. All practicum requirements completed (if required).
2. **Students who intend to participate in the entrance exam for the Master's Program and wish to request early graduation shall submit this application in the semester of the entrance exam within the first week after the classes have begun. The deadline for submitting the application shall be announced prior to the beginning of classes.**
3. Students who have applied for early graduation shall not be granted the request at the conclusion of the semester at which they intend to graduate unless they have also fulfilled the requirements stated in Article 52 of the NTU Academic Policies at that time.

To be completed by the student:

(The following should be completed by the applicant. Please contact the staff at the affiliated Academic Affairs unit at your department^[Note] to obtain a copy of your an academic achievement record and a copy of your academic transcript specifically designed for reviewing graduation eligibility for the current year. Then submit these copies to your department's chairperson and the dean of your college for approval. Finally submit the documents to the affiliated Academic Affairs unit at your department to initiate the application process.)

Full Name		Student ID No.	
College/Dept./ Track	College Dept.	Date of application	(Month) (Day) (Year)
	Track Year	Telephone	
2nd Major/Track (if applicable)	Dept. Track	Minor/Track (if applicable)	Dept. Track
Expected date of graduation	Year <input type="checkbox"/> January <input type="checkbox"/> June (select one)		
Applicant's Current status (select one)	<input type="checkbox"/> I have already fulfilled all the requirements stated in Article 52 of the NTU Academic Policies. I requested that a Degree Certificate be issued to me at this time. <input type="checkbox"/> I anticipate that by the expected data of graduation stated above I will have fulfilled all the requirements stated in Article 52 of the NTU Academic Policies. Please include me in the list of students eligible for graduation at that time.		

Official approval:

Chair of Student's Academic Department	The applicant is expected to have completed all the required course subjects and credit hours for graduation by the "expected date of graduation" indicated above.	Dean of Student's College	
Undergraduate Academic Affairs Division Branch Office of Academic Affairs in the College of Medicine	<input type="checkbox"/> We have verified that the student has already fulfilled all the requirements stated in Article 52 of the NTU Academic Policies and has been approved for early graduation. <input type="checkbox"/> The applicant has been verified as a student who has transferred inter-departmentally to a lower year of study. After deducting the duplicated number of semesters for the equivalent year of study, the student has completed a total of _____ semesters of study and is expected to complete all the required subject courses, credit hours for graduation and all practicum requirements (if applicable) at the conclusion of the _____ semester of the academic year _____. We agree to place the applicant on the list of students eligible for graduation on an interim basis, and if the student has successfully completed all the requirements stated in Article 52 of the NTU Academic Policies at the conclusion of semester at which the student intends to graduate, the request for early graduation shall be granted and the Degree Certificate shall be conferred upon the student. <input type="checkbox"/> We have verified that the student has completed a total of _____ semesters of study and is expected to complete all the required subject courses, credit hours for graduation and all practicum requirements (if applicable) at the conclusion of the _____ semester of the academic year _____. We agree to place the applicant on the list of students eligible for graduation on an interim basis, and if the student has successfully completed all the requirements stated in Article 52 of the NTU Academic Policies at the conclusion of semester at which the student intends to graduate, the request for early graduation shall be granted and the Degree Certificate shall be conferred upon the student.		
	Processed by:	Chief:	Director:
Vice President for Academic Affairs			

Note : Undergraduate students of the College of Medicine and the College of Public Health shall go to the Branch Office of Academic Affairs of the College of Medicine; other undergraduate students shall go to Undergraduate Academic Affairs Division.