

Attachment B-5: Application Form for Credit
Recognition of Students with Academic Status
Changes at Hunan City University

Application Form for Credit Recognition of Students with Changes in Enrollment Status at Hunan City University

2022

Year11Month28Day Printed

colle ge		Nam e		Stu den t ID		Co nt ac t nu mb er	
Changes in student status in the previous grade and major				Grade and major after changes in student status			
Grade class		Pr of es si on al		Gra de cla ss		P r o f e s s i o n al	
Application reason: Leave of absence and return to school () Change of major () Transfer () Military service and return to school () Exchange with partner institutions () Downgrade () Other ()							
				Applicant's signature: Year Month Day			
Courses to be taken in the professional semester (Fill in the complete course schedule according to the profession al academic semester, studentsfi ll in)			Appli catio n for mutua l recog nitio n of cours es (Courses passed or60 points and above that have been completed, students fill in)			I n s t r u c t o r , s C o m m e n t s Instructor 'sSignatur e	
semeste r	Course name and course	cr ed	se me	Course name and	c r	g r	Do you

	code	it	st er	course code	e d i t	a d d e s	agre e?	
Opinions of the college where the student is located (official seal):				Office of Academic Affairs Opinion (Official Seal):				
Y e a r , m o n t h , d a y				Y e a r , m o n t h , d a y				

Note: 1. The required courses for the major are those offered in the semester execution plan, according to the course schedule to be filled out.

2. Apply for mutual recognition of courses that are the same or similar to those already completed with a passing grade or 60 points (inclusive) or above, with teaching content that is consistent or basically the same, and fill in the same line as the required courses.

3. Students should complete the form, have it signed by the current teacher for confirmation, and submit the application form to the academic affairs office of their college as a class.

4. After the signature of the Vice Dean of Teaching of the student's college, it is submitted to the Academic Affairs Office for approval, and the Examination and Student Status Management Center will carry out course recognition.

5. If the course names are the same and the credits for the completed courses are higher than those for the recognized courses, students do not need to obtain the signature of the course instructor.

6. Students must attach the original transcript of completed courses and the course schedule (students can print it online themselves).

7. The original of this form is to be submitted to the Academic Affairs Office's Examination and Student Status Management Center, and a copy is to be submitted to the college of the current major and to each instructor.

8. The course recognition period is within 2 weeks after the student's transfer to the new class.

9. The Academic Affairs Office does not accept individual course recognition applications from students, except in special circumstances such as resuming studies.

