**清华大学课程替代申请表**

**Course Substitution Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 学号/Student No. |  | 姓名/Name |  | | 联系电话/Tel. |  |
| 院系/Department |  | 班级/Class |  | | Email |  |
| 替代课程（实际所修课程）/ Course Completed | | | | | | |
| 课程编号/Course No. |  | 课程名称/course | | |  | |
| 学分/Credit |  | 开课院系/Course department | | |  | |
| 被替代课程（培养方案中课程）/Unfinished Course | | | | | | |
| 课程编号/Course No. |  | 课程名称/Course | | |  | |
| 学分/Credit |  | 开课院系/Course department | | |  | |
| 课程属性 (勾选) Course attribute | | 必修( ) 限选( ) 任选 ( )  compulsory ( ) required selective ( ) optional ( ) | | | | |
| 课程所属范围 (勾选) Course category | | 基础课程 ( ) 文素/通识课程 ( ) 专业课程 ( )  Fundamental ( ) cultural quality curriculum/Liberal studies ( ) major course ( ) | | | | |
| 是否有成绩 (勾选) Has a final grade? | | 有/YES( ) 无/N/A ( ) | | | | |
| 申请课程替代理由Statements for substitution |  | | | | | |
| 课程负责单位审批  Approval comments from course department:  负责人签字/signature：  (公章)  年 月 日/date | | | | 注册中心处理记录  Registrar’s Office processing record:：  经办人/signature：  年 月 日/date | | |

说明：

1. 基础类课程指培养方案中的自然科学基础课程、政治课、外语课程、学科基础课，课程编号第一位数字一般为1或2；文化素质/通识课程的课程编号第一位数字一般为0或1；专业相关课程一般指培养方案中专业部分的课程，课程编号第一位数字一般为3或4。二学位的专业课程由二学位院系负责审批。
2. 申请表经课程负责单位审批后，由学生交至所在院系教学办。
3. 院系教学办集齐本系课程替代申请表后，统一交至注册中心（紫荆C楼201）办理。

统一办理时间：秋春学期第11-12周（周一至周五）8:00-12:00；13:00-16:00

Fundamental courses are the courses in program beginning with 1 or 2 according to course numbering system: fundamental sciences, ideological and political course, foreign languages, and core curriculum. Cultural quality curriculum/Liberal studies courses, beginning with 0 or 1 according to course numbering system. Major course refers to major professional courses, beginning with 3 or 4 according to course numbering system. Students take the petition form to home school’s educational management when get it signed by course department. The school returns the form to the Registrar’s office at 11-12 academic week, Spring/Autumn semester, Mon.- Fri. 8:00-12:00/13:00-16:00.