臺北醫學大學選課更正申請表
Taipei Medical University
Course Selection Correction Application Form*

_____學年度/Academic Year □ 上學期/Fall Semester □下學期/Spring Semester

學 系 Department		申請日期 Date	_____ 月/Month _____ 日/Day _____年/Year	
姓 名 Name		學 號 Student ID		年 級 Grade
聯絡電話 Phone	手機/Mobile:	電子信箱 E-Mail		

申請原因/Due to the reasons

□重複選修 Duplicate course taken
□課程停開 Course was cancelled
□課號錯誤 Course code error
□學分數不足 Insufficient number of credits
□其他 Others _____

課程 Course		開課單位 Department	課號 Course Code	班別 Class	課程名稱 Course Title	學分 Credits	授課教師簽名①(加選) Instructor Signature (For Adding)
加選 Add	退選 Drop						

申請之後，本學期修習之總學分數共計_____學分。
The request will result in a total of _____ credit hours for this academic term.

申請人簽名/Applicant's Signature : _____

簽核欄/Approved			
行政教師(A) Administrative Advisor	【本系簽核】 非本系是否認抵畢業學分 waive credits □是(Y) □否(N) *須符合認列他系學分之規定	【輔系/雙主修學系簽核】② 是否認抵輔系/雙主修學分 waive credits □是(Y) □否(N)	【通識課程】②
系主任(B) Department Chair	【本系簽核】		【輔系/雙主修學系簽核】②
課務組承辦人(C) Curriculum Section Staff		課務組組長(D) Curriculum Section Chief	
副教務長(E) Associate Dean of Academic Affairs		教務長(F) Dean of Academic Affairs	

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*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

【備註說明/Remarks】

註 1：加選課程必須經該課程之授課教師簽核同意（於①欄處)，如為加選通識課程，請依通識教育中心規定辦理；退選課程則不需授課教師簽核同意。

Note1: To add a course, the instructor of the course must agree and sign at column ①,If the added course is a General education course, please confirm with the Center for General education. Students do not need the instructor's agreement and signature if students want to withdraw courses during add/drop period.

註 2：如為「②」之情形：
　　　(1) 申請修習一般通識組/語言中心/體育教學組課程，須加會該單位行政教師簽核。
　　　(2) 已具輔系/雙主修之資格者，若申請修習輔系/雙主修課程，須加會修習學系行政教師及主任簽核。

Note2: If in situation ② :
　　(1) Student apply for general education courses should be approved by Center of General education.
　　(2) Student, who qualified for double-majors/minor studies, apply for double-major, minor-study courses should be approved by the double-major, minor-study departments.

註 3：簽核程序為：(A)行政教師→ (B)系主任→ (C)課務組承辦人→ (D)課務組組長
　　　　　　　　　→(特殊情形轉陳) (E)副教務長→ (F)教務長

Note3:The approved process :
　　(A) Administrative Advisor → (B)Department Chair→(C) Curriculum Section Staff →(D) Curriculum Section Chief → (For special circumstances the case)(E) Associate Dean of Academic Affairs→ (F)Dean of Academic Affairs

本表務必於每學期選課更正期間結束前簽核完成，並送至課務組俾憑課務組承辦人員協助加退選，逾期恕不受理。

The request form must be submitted before the end of the course selection correction period of each academic term, otherwise it will not be considered. After obtaining signed approvals, forward the original copy to Curriculum Section of the request form. Please make a photocopy , if necessary.