

臺北醫學大學 學年度第 學期 停修退選課程申請表

Taipei Medical University Course Withdrawal Application form*

申請日期 Date of Application : 年(yy)/ 月(mm)/ 日(dd)

系所別 Department : _____ 班別 Class : _____ 年級 Grade : _____

學生姓名 Name : (需本人簽名 signed personally) _____

學號 Student ID : _____ 連絡電話 Phone : _____

申請原因 Reason for application	<input type="checkbox"/> 一、個人身心特殊狀況(檢附相關證明) Personal health issues (request evidence) <input type="checkbox"/> 二、家庭發生變故(檢附相關文書) Domestic issues (request evidence) <input type="checkbox"/> 三、其他 Others : <input type="checkbox"/> 課業負擔 Burden of schoolwork <input type="checkbox"/> 課程內容 Contents of the class <input type="checkbox"/> 成績因素 Grading <input type="checkbox"/> 上課時間因素 Conflict of time <input type="checkbox"/> 經濟因素 Economic issues <input type="checkbox"/> 其他 Other : _____			
開課系所 Department	課號 Course Code	科目名稱 Course title	學分數 Credit	授課教師簽核(1) (簽註日期) Signature of Instructor
本學期原修習總學分數 Original credits this term : _____ ; 如核准退選後修習總學分數 Credits after withdrawal if approved : _____				
行政教師(2) 簽核 (簽註日期) Administrative Advisor		指導教授(3) 簽核 (簽註日期) Academic Advisor	研究生適用 (only for Graduate Institute Student)	
系所主管(4) 簽核 (簽註日期) Department Chair		課務組 簽核 (簽註日期) Curriculum Section		
註冊組 簽核 (簽註日期) Registration Section		副教務長 簽核 (簽註日期) Associate Dean of Academic Affairs		
教務長 簽核 (簽註日期) Dean of Academic Affairs				

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

備註 Notes :

1.本申請表之使用須符合「臺北醫學大學學生停修實施辦法」之適用條件，並由本人親自辦理。

The use of this application form must conform to course withdrawal regulations, and this form should be handled personally.

2.停修課程仍須登記於該學期成績單及歷年成績表，並於成績欄註明「I」(incompleted)；停修課程之學分數不計入學期及歷年修習學分總數計算。

The course withdrawal from will still appear in semester academic records as “I” (incomplete), but is not included in the total semester credits.

3.停修退選後修習之學分數，不得低於規定之應修學分數(停修後大學部各學系除最高學年不得低於9學分，其他學年為不得低於16學分；研究生停修後至少仍應修習一個科目)。辦理停修退選後，同一學期不得再以任何理由申請加選。

Semester credits must not go below the required limits: undergraduates must not go below 9 credits in their last year and 16 credits in other years; graduate students must still have at least one course after the withdrawal). After the withdrawal, adding courses is not allowed for any reason in the same semester.

4.請同學務必於當學期行事曆 **第 14 週之星期五下午 5 點前將本申請表 (須完成表內(1).(2).(3).(4)之簽章) 及相關證明文件，繳交至教務處各系所承辦人員**，逾期恕不受理。若選修 **外校課程** 請於兩校 **最早** 截止日期前辦理。

Students are required to hand in their application form before 5pm on Friday of the 14th week of the school calendar. (1).(2).(3).(4) of the form and documentation must be certified. Intercollegiate course withdrawals should be handled before the deadline.

5.申請表送教務處3個工作天後，請同學逕行登錄「選課系統」查詢結果。【停修退選成功者課號後將呈現(退選)，例：**00000012(退選)**】。

Students are required to log into the course selection system to check the outcome three days after the form has been sent to the Office of Academic Affairs. The Chinese-language character for “withdrawal” (退選) will display if the course withdrawal was approved.