**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[[1]](#footnote-1)＊**

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 | □一、個人身心特殊狀況(檢附相關證明) Personal health issues (request evidence)□二、家庭發生變故(檢附相關文書) Domestic issues (request evidence)□三、其他 Others：□課業負擔 Burden of schoolwork □課程內容 Contents of the class□成績因素 Grading □上課時間因素 Conflict of time□經濟因素 Economic issues □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 ofAcademic Affairs |  |

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.

1. ＊The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation. [↑](#footnote-ref-1)