國立陽明交通大學 停修課程申請表

National Yang Ming Chiao Tung University Course Withdrawal Application Form

_____ 學年度 第_____ 學期
_____ Semester of Year _____

申請日期
Date of application

民國_____年_____月_____日
_____/_____/_____(YYYY/MM/DD)

學生系所 Department/Institute				年級 Grade	
學號 Student ID No.		姓名 Name		手機號碼 Cell Phone No.	
停修申請原因 Reasons for Application					
開課系所 Course Offering Department	當期課號 Course No.	課程名稱 Course Name		選別/摘要 Course Type	①任課教師簽核 Instructor's Signature

②學生所屬系所主管簽核 Chairperson/Director Signature (according student's department)	外校課務組簽核 （非校際選修課程免會） Curriculum Division of Other University (non-intercollegiate Course could be exempted) [請參閱註2]	③本校課務組簽核 Division of Curriculum

注意事項：

一、學生申請停修課程，最遲應於當學期行事曆訂定之學期考試前二週(依行事曆公告日期)完成申請手續。暑期修課得在學期考試前申請

二、申請停修外校課程請於兩校**最早**截止日期前辦理，並於①任課教師及②系所主管簽核後，請外校課務組簽核，再繳回③本校課務組。

三、繳交申請表後，請同學務必上選課系統確認該課程註記為停修，該課程並於成績單註明「W」；停修課程之學分數不計入學期學分總數計算。

四、依規定繳交學雜費、學分費之課程停修後，其費用已繳交者不予退費，未繳交者仍應補繳。

Notice：

1. The course withdrawal procedure shall be applied before two weeks earlier than the semester exams in the relevant semester calendar (based on the latest academic calendar). The summer course procedure shall be applied before the semester exams.
2. The process should be completed based on **the earliest deadline of the two schools** for intercollegiate course, and get the approval of the instructor, the chairperson and the curriculum division of the university that offers the course. Finally, submit it to the Division of Curriculum of the university.
3. After submitting the application form, please confirm your course on the online course registration system. The withdrawn course shall still be reported on the transcript of the semester indicated with the letter "W" in the grade column. The credits of the withdrawn course will not be included in the total credits for the semester.
4. Students should pay the required tuition, miscellaneous fee, and credit fee, which is non-refundable.

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