

國立高雄應用科技大學
學年度第_____學期停修課程申請表

National Kaohsiung University of Applied Sciences
Course Withdrawal Application Form (Academic Year _____ Semester _____)

系(所)別 Department		班級 Class	
學號 Student ID No.		姓名 Name	
手機或聯絡電話 Tel/cell phone		申請日期 Application date	年 月 日 (year) (month) (day):

開課班級 Class the course is offered to	停修科目名稱 Course title (停修科目以 2 科為限) (Withdraw no more than two courses)	學分 Credit	必修/選修 Required/elective	班級導師 簽名 Class advisor's signature	任課教師 簽名 Course instructor's signature

本學期原修習總學分數：_____ Total credit number taken for this semester before withdrawal : _____
 停修上述科目後,最後修習學分：_____ Total credit number after the course withdrawal : _____
 (大一~大三不得少於 16 學分,大四不得少於 9 學分,研究生第一學年不得少於 4 學分)(Freshmen, sophomores, and juniors must take at least 16 credits; seniors 9 credits at least; first year of graduate school 4 credits at least)

申請人簽名(applicant's signature) : _____

系(所)承辦人 Department clerk		系所主管簽核 Department Head	
綜合教務組 Section of General Academic Affairs	承辦人 Clerk	教務長 Dean of Academic Affairs	
	組長 Section chief		

申請注意事項：(選課須知條文摘錄)

一、學生於加退選後因特殊情形，無法繼續修習課程，得申請停修課程。

(一) 申請程序：應填妥停修課程申請書，經班級導師、任課教師及系(所)主管同意後，送交教務處辦理。

(二) 申請時間：期中考後提出申請。最遲應於上學期 12 月 15 日前、下學期 5 月 15 日前完成申請手續。

(三) 停修課程後開課最少人數，不受第十一條規定之限制。

(四) 各系對於停修課程如有特別規定者，從其規定。

二、停修課程之成績登錄、學分計算及學分費繳交等依下列規定辦理：

(一) 停修課程仍登載於該學期成績單及歷年成績表，成績欄以「停修」、「withdraw」登錄。

(二) 停修科目以 2 科為限，其學分數不計入該學期修習學分總數。但扣除停修後之學分數不得少於每學期應修習之最低學分數。

(三) 依規定應繳交學分費之課程停修後，其學分費已繳交者不予退費，未繳交者仍應補繳。

Application Notes: (Excerpted from "Course Selection Guidelines")

I. Students who are unable to continue participating in the class for special reasons can apply to withdraw from the course.

1. Application procedure: applicants should fill the course withdrawal application form, gain approval of class advisor, course instructor, and department head, and sent the application form to Office of Academic Affairs to be processed.

2. **Application time: Students should apply after mid-term examination and complete the procedure by December 15 for the first semester and February 15 of the second semester.**

3. The student number of the class after the withdrawal will not subject to the restriction of Article 11.

4. If the department has specific rules on course withdrawal, students must follow the department rules.

II. The academic records, credit calculation, and credit payment are governed by the following rules:

1. The withdrawn courses will still be showed on the transcript of the semester and the academic year marked with the word "withdraw."

2. Students are not allowed to withdraw more than two courses. The credits of the withdrawn courses will not be counted into the total credits of the semester. After withdrawing the courses, students must meet the lower limit of credit number for the semester.

3. After the course withdrawal, the credit fees having been paid will not be refunded. Those who have not paid still have to make the payment.