**國立陽明交通大學 重修衝堂修課申請表**

**National Yang Ming Chiao Tung University Schedule Conflict Approval Application Form**

**※僅限因重修課程且前次修課成績不及格者申請衝堂修課，每學期每週限「一」節衝堂。**

**\*This application is for students retaking a course with a failing grade due to schedule conflicts. Only one class per week is allowed.**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_ 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. |  |
| 衝堂課程 | 當期課號Course Number | 課程名稱Course Name | 選別/摘要Type/Summary | 前次修課成績Grades of last course taken | 上課時間Class Time |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 任課教師簽核Instructor that approves the student to select another class in case of class overlap | 任課教師簽核Instructor that approves the student to select another class in case of class overlap | 課務組簽核Division of Curriculum |
|  |  |  |

**注意事項：**

1. 學生於同一時段內不得衝堂修讀兩個科目。若學生重修課程且前次修課成績不及格者，可申請衝堂修課，每學期每週限一節衝堂。
2. 因衝堂缺課應以自修或教師輔導跟上課程進度，並應按時繳交作業及參加該科考試。
3. 本表經任課教師簽核後，送課務組辦理。
4. 繳單後，請同學務必再上網確認課程，自己欲修習的所有課程皆要與網路上功課表一致 (最後的選課情形以網路為主)。
5. 請附上成績單備查(請至學籍成績管理系統印出擬缺課程的成績備查)

**Notice**：

1. Students are not allowed to take two subjects at the same time. If a student retakes a course and fails the previous course, he/she can apply for a schedule conflict course. Each semester is limited to one hour a week.
2. Students are absent from the class owing to the schedule conflict should self-study or attend the office hours to catch up on the course schedule, submit the assignments on time and attend the examinations.
3. This form must be signed by the instructor and submitted to the Division of Curriculum.
4. After submitting the application form, please confirm your course list on course system. (The final result will be based on your course system records.)
5. Please attach your transcript for all semesters.