

國立陽明交通大學 停修課程申請表(校際課程或特殊狀況)(限1-2門)

National Yang Ming Chiao Tung University Course Withdrawal Application Form

【For Intercollegiate Course or Specific Circumstances only (Only up to 2 courses)】

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 Year	
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 Course instructor	
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4]			②本校課務組簽核 Division of Curriculum		

注意事項 Notice :

- 一、學生申請課程停修(限2門以內)，請至線上申請。申請路徑：陽明交大單一入口，點選「陽明交通大學」-「一般選課系統」-「停修申請」。若遇特殊狀況或校際課程，請改用此書面申請表，並於停修申請截止日下午5點前繳回課務組。
 - 二、學生課程停修若超過2門(第3門以上)，僅限填寫書面「停修課程申請表(第3門(含)以上)」。
 - 三、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。寒暑期修課應在學期考試前一天完成申請手續。
 - 四、申請停修外校課程請於兩校最早截止日期前辦理，並於①任課教師簽核後，請外校課務組簽核，再繳回②本校課務組。
 - 五、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該學期修習學分總數。
 - 六、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。
1. Students applying for course withdrawal (up to 2 courses), must submit their applications online via 【NYCU portal – Course Registration System – Course Withdrawal】. In case of special circumstances or for intercollegiate courses, please use this paper application form and submit it to the Division of Curriculum by 5 pm on the application deadline.
 2. Students requesting withdrawal from more than 2 courses (i.e., 3 or more courses) must complete paper-based ‘Course Withdrawal Application Form (3 or more courses)’.
 3. The course withdrawal application must be completed at least two weeks prior to the final examinations, as specified in the current academic calendar. For summer or winter courses, the application must be completed 1 day before the final examination.
 4. For intercollegiate courses, the application must be completed prior to the earlier deadline of the two universities. The form must be approved by the ①Course instructor, and the Curriculum Division of the host university. Finally, submit it to ②Division of Curriculum of NYCU.
 5. After submitting the application form, students must confirm on the Course Registration System that the course is marked as withdrawn. The grade column for the course will be marked “W” on the official transcript. Credits from withdrawn course will not be counted toward the total credits for the current semester.
 6. Students should pay the required tuition, miscellaneous fee, and credit fee, which is non-refundable.

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保存年限：10年