

國立臺北教育大學 113 學年度第 2 學期日間學制停修課程申請表

National Taipei University of Education Application Form for Course Withdrawal in 2nd Semester, School Year 2024– 25

SAMPLE

附表一
Form 1

請再次確認申請資料皆已填寫完整且正確。

申請日期：114 年 5 月 15 日

Please reconfirm that application information is complete and accurate.

Application Date:

系所/班別 Department / class	Department of Business Administration		學號 Student ID no.	55688114		姓名 Name	Wang Xiaoming	
連絡電話 Phone no.	0912345678		電子信箱 Email:	123456789@yahoo.com.tw				
開課系所 Department offering the course	開課代碼 Course No.	學分 Credits	停修科目名稱 Name of withdrawn course			必修/選修 Required / Elective	知會任課教師簽章 Course instructor's signature	
Department of Medicine	0754	3	Theory and Practice of Clinical Ethics Consultation			Elective	李大白	
Department of Life Sciences	1485	2	Cell Biology			Required	杜小甫	
申請停修原因說明(必填，未填寫者不予受理)： Reason for course withdrawal application (mandatory; application will not be accepted if left blank): Example: Because I have other course arrangements planned (please explain your reason based on your personal situation).								
學生簽名：王曉明 Student signature: Wang Xiaoming			本學期原修習總學分數：20 學分 (9 門課程) 停修後本學期修習之學分數合計：15 學分 (7 門課程) Original total number of credits for this semester: 20 credits (9 subjects) Total number of credits after course withdrawal: 15 credits (7 subjects)					
審 核(請由左至右依序完成審核) Evaluation (Please complete evaluation in order from left to right)								
學生所屬系(所、學位學程)助教簽核 Student's Department (graduate school, degree program) Teaching assistant signature			教育學程課程需加會 師資培育處 Teaching Program Courses Require Approval by Office of Teacher Education			教務處課務組 Division of Curriculum, Office of Academic Affairs		
☐ (研究所學生) 已確認停修後之學分數符合當學期系(所、學位學程)規定。 ※如為應屆畢業生，請留意表列停修科目是否列計於畢業學分，而需辦理重新審核。 ☐ (Graduate school students) It is confirmed that the number of credits after course withdrawal have met the requirement set by the department (graduate school, degree program) for the semester. ※Graduating students who have applied to withdraw from courses should confirm whether the course credits are counted towards graduation and should apply for re-evaluation. A departmental teaching assistant's stamp is required for verification. (請務必標註簽核日期) (Please note date of approval)			※如為應屆畢業生，請留意表列停修科目是否列計於教育學程學分，而需辦理重新審核。 ※Graduating students who have applied to withdraw from courses should confirm whether the course credits are counted towards graduation or towards education program and should apply for re-evaluation.			☐ 已確認學士班學生停修學分數合乎規定。 ☐ 已確認學士班學生停修後於校內仍至少修習一門科目。 ☐ It is confirmed that the number of credits withdrawn by the undergraduate student meets regulations. ☐ It is confirmed that the undergraduate student is taking at least one course in the university after withdrawn credits have been deducted.		

.....收執聯由同學收執保存.....

.....Course Withdrawal Receipt to be kept in student's possession.....

國立臺北教育大學 113 學年度 第 2 學期日間學制停修課程申請表 (收執聯)
National Taipei University of Education Application Form for Course
Withdrawal in 2nd Semester, School Year 2024 – 25 (copy)

系所/班別 Department / class	Department of Business Administration		學號 Student ID no.	55688114	姓名 Name	Wang Xiaoming
開課系所 Department offering the course	開課代碼 Course No.	停修科目名稱 Name of withdrawn course	學分 Credits	必修/選修 Required/ Elective	知會任課教師簽章 Course instructor's signature	
Department of Medicine	0754	Theory and Practice of Clinical Ethics Consultation	3	Elective	李大白	
Department of Life Sciences	1485	Cell Biology	2	Required	杜小甫	
停修後本學期修習之學分數合計： <u>15</u> 學分 (<u>7</u> 門課程) 教務處收件日期： Total number of academic credits for this semester after course withdrawal: <u>15</u> credits (<u>7</u> subjects) Date received by Office of Academic Affairs: _____						

注意事項：

- 一、本學期申請期間為 114 年 5 月 12 日(星期一)至 5 月 23 日(星期五)，逾期不予受理。
- 二、學士班大一至大三每學期停修學分數以 5 學分為限，大四每學期停修課程數以二門課程為限，延長修業年限學生不在此限。
學生停修後，於校內應至少修習一門科目。日間學制碩博士班扣除停修科目之學分數後，最低之應修學分數從各系(所、學位學程)規定。停修之課程仍登記於該學期成績單及歷年成績表，於成績欄註明「停修」。
- 三、學生申請停修課程前應繳交之學雜費(學雜費基數)及學分費等各項費用，課程停修後不予退費，未繳交者仍應補繳。
- 四、應屆畢業生申請停修課程請自行確認是否已列計為畢業學分或教育學程學分，並審慎考慮是否需申請停修，課程停修後，原申請畢業學分及教育學程學分之審核結果將作廢，請自行至原學系(所、學位學程)或師資培育處辦理重新審核。

N. B.

1. Application deadline: May 12 (Monday) –May 13, 2025 (Friday).Overdue applications will not be accepted.
2. The number of withdrawn credits is limited to 5 credits for freshmen, sophomores, and juniors. The number of withdrawn courses by seniors are limited to two courses per semester. This is not applicable to students on extended academic stay.
Students who have withdrawn from a course must take at least one subject. For students in masters and doctorate degree classes, the minimum required credits taken after deducting the academic credits of the withdrawn course is to be determined by individual departments (for graduate school and degree programs). Course withdrawals are still required to be recorded on the semester transcript and school year transcript with “withdrawn” written in place of a score.
3. Students who apply for course withdrawal after paying the tuition and miscellaneous fees shall forfeit all prior payments. Those who have not paid will still be required to do so.
4. Graduating students who have applied to withdraw from courses should confirm whether the course credits are counted towards graduation or towards their education program and seriously consider whether to go forward with withdrawal. After the student withdraws from the course, any application for evaluation of the number of credits required for graduation or education program eligibility will be rendered invalid. Students are requested to go to their department (graduate school, degree program) or the Office of Teacher Education to apply for re-evaluation.