

國立臺北教育大學教務處註冊與課務組 公告
Division of Registration and Curriculum, Office of Academic Affairs,
National Taipei University of Education
Announcement

113 年 11 月 27 日
November 27, 2024

主旨：公告本校 113 學年度第 1 學期日間學制學生申請停修課程相關事宜。

Subject: Announcement of relevant matters pertaining to student application for withdrawal from courses during the 1st semester of school year 2024 – 2025

依據：本校學生申請停修課程實施要點（請至教務處註冊與課務組網站查閱法規）

Basis: National Taipei University of Education “Implementation Guidelines for Application to Withdraw from Courses”

(<https://academicntue.ntue.edu.tw/p/403-1002-87.php?Lang=zh-tw>)

公告事項：

Announcement Items:

一、申請停修作業：

I. Course Withdrawal Application Procedure:

(一)申請原因：因特殊情形致部分課程無法繼續修讀。

Reason for application: Special situations preventing student from continuing with the class.

(二)申請期限：113 年 12 月 2 日(星期一)至 12 月 13 日(星期五)

Application deadline: December 2 (Monday) – December 13, 2024 (Friday)

(三)申請流程：

Application procedure:

1.填妥停修課程申請表(如附表 1)。

Students applying to withdraw from a course must fill out a course withdrawal application form (Form 1).

2.檢附本學期選課資料(可自行至「iNTUE」/「線上選課」/「選課查詢(學生)」/「選課結果」/「查詢個人課表」/列印「橫式課表」)。

Attach course selection document (Please go online to the “iNTUE System” / “Online class selection” / “Selected class search (student)” / “Class selection results” / “Search personal class list” / print “Landscape-orientation class list”).

3.送交學系(所、學位學程)、教務處註冊與課務組辦理。

Day students should submit the application form to the department (graduate school, degree program) and the Division of Registration and Curriculum of the Office of Academic Affairs.

二、各學制停修課程數及學分數限制：

II. Limitations on the number of withdrawn courses and academic credits:

(一)學士班：

Undergraduate program:

(1)大一至大三：可申請停修學分上限為 5 學分。扣除停修課程學分後，於校內應至少修習 1 門科目。

Freshmen, sophomores, and juniors: Limited to five academic credits; should take at least one course, after deducting the academic credits of the withdrawn courses.

(2)大四：每學期停修課程數以 2 門課程為限。扣除停修課程學分後，於校內應至少修習 1 門科目。

Seniors: Limited to two courses; should take at least one course, after deducting the academic credits of the withdrawn courses.

(3)延長修業年限學生：扣除停修課程學分後，於校內應至少修習 1 門科目

Students who have extended their academic stay: Should take at least one course, after deducting the academic credits of the withdrawn courses.

(二)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。

Day graduate school students: Minimum required credits taken after deducting the academic credits of the withdrawn course to be determined by individual departments (graduate schools, degree programs).

三、注意事項：

III. Points to Remember:

(一)申請單送交教務處前，請務必確認申請資料皆已以正楷填寫完整且正確，申請資料不齊、不正確者，不予受理。

Before sending an application form to the Office of Academic Affairs, please make sure that it is correctly and properly filled in. Incomplete or inaccurate forms will not be accepted.

(二)停修課程仍須登記於該學期成績單及歷年成績表，於成績註明「停修」。停修課程之學分數不計入該學期修習學分總數。

Course withdrawals are still required to be recorded on the semester transcript and school year transcript with “withdrawn” written in place of a score. Academic credits for the withdrawn course will not be counted towards the total number of academic credits for that semester.

(三)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。

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 the withdrawal. After the student withdraws from the course, any application for transcript evaluation 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.

(四) 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。

Students who apply for withdrawing from courses after paying the tuition and miscellaneous fees (basic tuition and miscellaneous fees) and credit fees shall forfeit all prior payments. Those who have not paid will still be required to do so.

(五) 申請停修後，請於第 15 週自行至 iNTUE/「教務資訊」/「停修課查詢(學生)」查詢本學期申請結果。

After applying to withdraw from the course, please log on to the “iNTUE System” / “Educational Information” / “Withdrawn class search (student)” and check the status of the application for this semester on the 15th week of school.



國立臺北教育大學 113 學年度第 1 學期日間學制停修課程申請表

National Taipei University of Education Application Form for Course Withdrawal in 1st Semester, School Year 2024-25

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： 年 月 日

Please reconfirm that application information is complete and accurate.

Application Date:

系所/班別 Department / class		學號 Student ID no.		姓名 Name	
連絡電話 Phone no.			電子信箱 Email:		
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

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):

學生簽名：

Student signature:

本學期原修習總學分數：_____學分 (_____門課程)

停修後本學期修習之學分數合計：_____學分 (_____門課程)

Original total number of credits for this semester: _____credits (_____subjects)

Total number of credits after course withdrawal: _____credits (_____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	教務處註冊與課務組 Division of Registration and 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. (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.

國立臺北教育大學 113 學年度 第 1 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 1st Semester, School Year 2024 – 25 (copy)

系所/班別 Department / class			學號 Student ID no.		姓名 Name	
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	

停修後本學期修習之學分數合計：_____學分（_____門課程）教務處收件日期：
 Total number of academic credits for this semester after course withdrawal: _____ credits (_____ subjects)
 Date received by Office of Academic Affairs: _____

注意事項：

- 一、本學期申請期間為 113 年 12 月 2 日(星期一)至 12 月 13 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: December 2 (Monday) – December 13, 2024 (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.