

停修申請公告

1. 停修申請期限延長至 06 月 08 日 (二)。請填寫第二頁【停修申請表】，依下述方式辦理。

The deadline of Applications for Courses Withdrawal will be postponed to June 8th. Please fill in the application form and follow the directions below.

2. 同學可用 email 詢問授課教師及系主任，是否同意辦理停修，教師及系主任回覆同意時，即可附上證明 email 於停修單後。

Students can get approval of course withdrawal from the Instructor and the department chairman via email.

3. 停修單與證明信件，可掃描或拍照，06 月 08 日(二)17 時前 email 寄至課務組信箱如下，並自行妥善保存正本。因疫情嚴重，為避免不必要移動，正本不須再繳至課務組。

Send your application form of courses withdrawal along with the approval emails from the Instructors and the department chairman to NCU curriculum division by email. Please keep the original document for future reference and don't need to send the hard copy to curriculum division due to the covid-19 situation.

請依學生所屬院別寄送。

Email the staff below according to your college before 5p.m., June 8th.

- College of Liberal Arts 文學院 joey@ncu.edu.tw
- College of Science 理學院 som526@cc.ncu.edu.tw
- College of Engineering, College of Hakka Studies
工學院、客家學院 akikolin@cc.ncu.edu.tw
- School of Management 管理學院 cyuchen@ncu.edu.tw
- College of Electrical Engineering and Computer Science, College of Earth Sciences, Center for Space and Remote Sensing Research
資電學院、地科學院、太遙中心 candytsai@g.ncu.edu.tw
- College of Health Sciences and Technology 生醫理工學院
hsuanhu@ncu.edu.tw

4. 隔日至新 eeclass 系統「我的課程」頁面確認已無此門停修的課程。

Confirm the final result at the NEW EEclass System the next day.

國立中央大學課務組

Curriculum Division, Office of Academic Affairs, National Central University

學年度 學期停修課程申請表 (<input type="checkbox"/> Fall <input type="checkbox"/> Spring Year Withdrawing Course)					
系所/班別 (Department/Class) : _____					
學號(Student ID#) :		姓名(Name) :		手機 (Cell phone) :	
課程流水號 Course Serial No.	課號 Course Code	停修課程名稱 Course Title	必/選 Required/ Elective	學分數 Credit	停修後剩餘學分數 Cummulative Credits after Course Withdrawal
<p>如因停修導致無法如期畢業願自行負責 (I accept all academic and financial consequences resulting from this withdrawal.)</p> <p>學生簽名 (Student's Signature) : _____ 日期 (mm/dd/yy) _____</p>					
任課教師 (Instructor)			日期 (mm/dd/yy)		
學生所屬系所主管(Dept. Chair)			日期 (mm/dd/yy)		
課務組(Curriculum Division) :					

此聯由課務組留存 [Curriculum Division Copy]

[本表經103.10.15教務會議審議通過](#)學年度 學期停修課程申請表 (Fall Spring Year Withdrawing Course)

系所/班別 (Department/Class) : _____

學號 (Student ID#) : _____

姓名(Name) : _____

課號(Course Code) _____

停修課程名稱(Course Title) _____

課務組 (Curriculum Division) :

此聯由學生留存 [Student Copy]

- 備註：1. 學生申請停修課程，一學期以一科為限，惟停修後之學分數不得少於每學期應修最低學分數。
停修之科目不退學分費，該學分不計入當學期所修學分數計算，但仍須記載於學生之中／英文成績單上，成績欄以「停修」／「W」(withdraw)登錄。
2. 已辦理減修學分數者，不得再辦理停修。

- Notice: 1. Requests for course withdrawal will be limited to one course per semester and must be meeting the minimum semester credit hours after the withdrawal. Course fees will not be refunded for the withdrawn course. The credit hours of a student has withdrawn will not be counted towards the total credit hours for that semester, but a record of the withdrawal will appear on the student's transcript in the form of a "w" for "withdrawn".
2. Student who has applied for credits reducing could not apply for course withdrawal.