

亞洲大學 _____ 學年度第 _____ 學期

(Academic Year) (Semester)

停修科目申請表 (Withdrawal Application Form)

申請日期 Application Date (yyyy/mm/dd) : _____ 年 _____ 月 _____ 日

學號 (Student ID No.)		姓名 (Name)	
學制 (System)	<input type="checkbox"/> 大學部 (Undergraduate) <input type="checkbox"/> 研究所 (Graduate)	學系 (Dept.)	年級班別 (Class) ____年____班 (Year) (Class)
聯絡電話 (Contact Phone)	(必填 Compulsory)	E-mail	(必填 Compulsory)
停修科目 (Course (s) to be Withdrawn)	課號 (Course Code)	科目名稱 (Course Title)	授課教師或系所主管簽名 (Lecturer's or Department Chair's Signature)
	(必填 Compulsory)		
	(必填 Compulsory)		
停修原因 (Reason for Withdrawal)	<input type="checkbox"/> 個人學習成績不佳，擔心本學期不及格學分數超過三分之二。 I have not performed well academically and worry that I will fail in more than 2/3 of the courses I've taken this semester. <input type="checkbox"/> 本學期負荷過重，必須放棄部分已修習科目。 The work loading of this semester is too heavy and thus I have to withdraw some courses I've taken this semester. <input type="checkbox"/> 實際授課內容不如個人預期，已無繼續學習興趣。 The course (s) do not meet my expectation and I have no interest in studying the course (s) any more. <input type="checkbox"/> 部分科目上課時間與個人規劃衝突，決定以後再修習。 The schedule of some courses conflicts with my personal plans and I have therefore decided to withdraw the course (s) in question. <input type="checkbox"/> 其它 (Other reasons) : _____		
停修後學分數計 _____ 學分。(There will be altogether _____ credits after the withdrawal.)			
申請人簽名 (Signature of the Applicant)		教務處 (Academic Affairs Office)	

* 停修科目除授課教師不同意簽名外，不得直接請系主任簽名。(You should gain the lecturer's signature first. Unless the lecturer refuses to sign, you are not allowed to ask for help from the department chair.)

* 獲准停修之科目，非重要事由，並經簽奉核准者，不得要求撤回停修申請。(Once the Academic Affairs Office approves of your course withdrawal application, you are not allowed to retract it except under special circumstances and with the consent of the supervisors.)

..... (由教務處裁切 Cut by the Academic Affairs Office)

學生留存聯 (Student's Copy)

申請人學號 (Applicant's Student ID No.) : _____ 申請人姓名 (Applicant's Name) :

1. 正課申請停修，實習(實驗)課亦須同時辦理申請停修。

If you apply for course withdrawal, you must meanwhile withdraw its practicum.

2. 本留存聯僅代表申請人已完成繳件程序，並非停修申請已獲准，申請同學務必於繳件隔日下午3點後，至「學生資訊系統」確認停修申請是否已獲准(即停修科目不再出現於個人課表中)，停修獲准前，仍需上課。

The student's copy merely shows that the application procedure is completed without the implication that the application has already been approved. To know if the application is approved, the applicant should check the 'Student Information System' after 3 p.m., the next day. The course title will not appear in your class schedule if consent is granted. Attendance, however, is required before the consent is granted.

3. 延修生在校期間提出申請，該學期仍應至少修習1個科目。

To maintain the student status, the super senior should still keep at least one course after the withdrawal.

4. 科目停修後，其學分費(學分學雜費)已繳交者不予退費，未繳交者仍應予補繳。

After the withdrawal, the credit fee will not be refunded if the payment is made already. If the payment is not yet made, you still need to pay.

5. 如有詢問事項，請電洽教務處課務組(分機：3110、3111、3114、3120、3131)。

If you have further questions, contact the curriculum section, Academic Affairs Office at Ext. 3110, 3111, 3114, 3120, 3131.