

長庚大學期中停修申請單
Chang Gung University
Course Withdrawal Form

第一聯：教務處收執聯 I. Counterfoil : (Kept by Office of Academic Affairs)

聯絡電話 Contact Phone: 申請日期 Application Date: YYYY / MM / DD

學系 Department		學號 Student ID		年級 Year		學生姓名 Name	
停修前本學期總修課學分數(含停修科目學分數)：_____							
The number of credits being taken before course withdrawal.							
科目代號 Course Code		科目名稱 Course		學分 Credit		課程負責人核簽 Course Instructor's Signature	
(停修以一科為限) Only one course						(非授課教師核簽概不受 理申辦) Under Instructor hand and seal	
申請原因說明 Reasons for course withdrawal:							
教務處 Office of Academic Affairs		系主任 Department Chair		導師 Academic Advisor			

第二聯：學生收執聯 II. Receipt : (Kept by Student)

長庚大學期中停修申請單 CGU Course Withdrawal Form

申請日期 Application Date : YYYY / MM / DD

學系 Department		學號 Student ID		年級 Year		學生姓名 Name	
科目代號 Course Code		科目名稱 Course		學分 Credit		教務處收件章 Office of Academic Affairs Seal	
(停修以一科為限) Only one course							

申請流程 Process: 課程負責教師 Instructor → 導師 Academic Advisor → 系(所)主任 Department Chair → 教務處 Office of Academic Affairs

注意事項 Note：

※ 「選課實施辦法」第二條後段：

加退選後學生經學系輔導認有需要停修課程者，於開學後第十週，由學生填寫「停修申請單」，經課程負責人同意後，送教務處辦理停修課程。除特殊情形外，停修以一科為限。學生停修課程後，總修讀學分數仍需符合第十一條應修學分數下限之限制；停修課程不計成績、學分，不予核退學雜費，成績單上予加註「停修」。

In according to Article 2 of CGU Implementation Guidelines for Course Selection, students unable to continue their course in the middle of the semester are required to fill up the "Course Withdrawal Request Form" in the 10th week of each semester, which will be processed upon approval by the course instructor and the Office of Academic Affairs.

Each student is allowed to withdraw one course only per semester, except under special circumstances. After approval of course withdrawal, minimal credit requirement as stipulated in Article 11 has to be met. There is no refund of tuition and miscellaneous fees for withdrawal from courses. In addition, a withdrawn course will appear on the student's transcript with a grade of "W". The "W" grade does not affect the student's grade-point-average (GPA). The "W" grade indicates that the course was withdrawn .

※ 當學期曾停修課程者，次學期不得領取成績優良獎學金。

For students who withdraw a course in the 10th week of the semester, they are disqualified for scholarship in the following semester .