

# Notice

April 9, 2024

## Instructions for Applying for Course Withdrawal for the Spring Semester

2024

Description:

一、 Application Period: (9<sup>th</sup>~12<sup>th</sup> week of each semester)

From 113/4/15 (Mon) 0:00 to 5/10 (Fri) 23:59

二、 Methods of application:

STEP1:

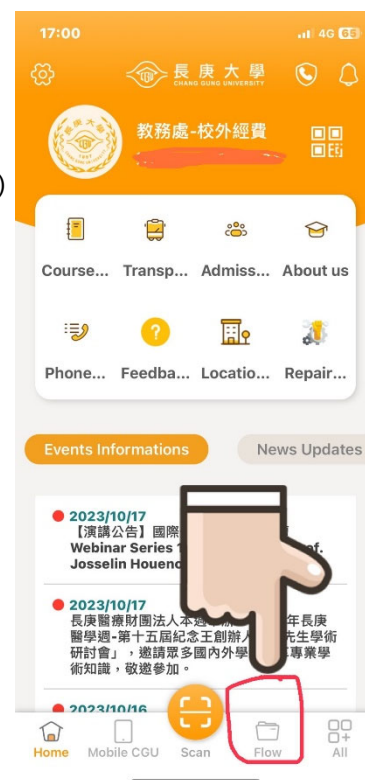
Login to the Flow system through ICGU or CGU APP.



(LOGIN by QR CODE)



( ICGU Flow)



(APP Flow)

STEP2 : The Flow's pathway is as follows

(1. Document → 0600 教務處 →

029A 期中停修申請單 → 填單)

CH-EN translation :

●2. 0600 教務處 :

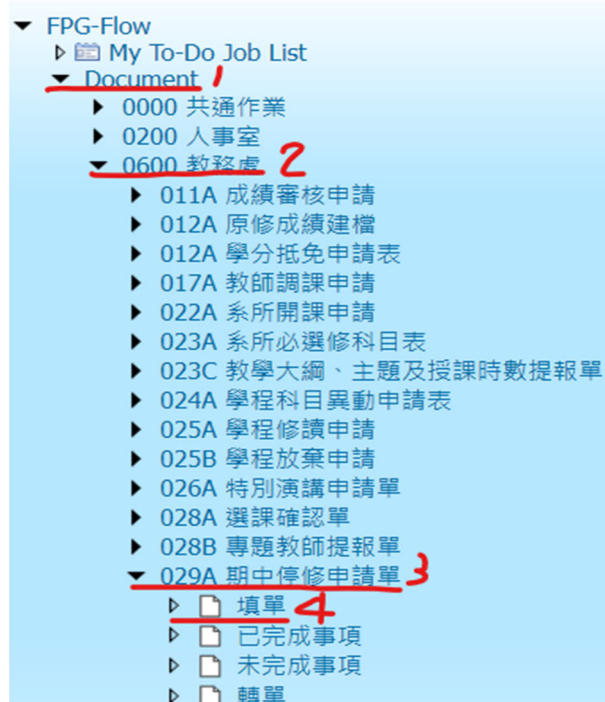
Academic Affairs Office

●3. 029A 期中停修申請單 :

Midterm withdrawal Application Form

●4. 填單 :

Fill in the form



User YONEZAWA YUTA Profile Proxy Logout 回校務

029A 期中停修申請單

傳送 撤銷 離開

Priority: Normal Subject: 表單Form 附件Attachment

3. Submit the application

期中停修申請單

學年	112	學期	1	申請日	2023/10/23
學系	32003甲_管理學院工商管理學系_3甲	班級	3 年 甲 班	導師	陳亭羽;吳侃;
學號	B1043065	姓名	YONEZAWA YUTA	連絡電話	0972915014

停修前本學期總修課學分數(含停修科目學分數): 12

1. Choose the course that you want to withdraw from here

停修科目

科目代號		科目名稱		學分		課程負責人	
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2. Fill in the reason for application

申請原因說明

Step1 : Choose the course that you want to withdraw from course code

Step2 : Please fill in the reason for applications

Step3 : Submit the application

In the application form, select the course you wish to withdraw from and provide the reason. Finally, click [Submit] to send the application. After submitting the application, please actively monitor the progress of the verification process.

Process Trace

FPG-Flow

- My To-Do Job List
- Document
- User Flow
  - My To-Do Job List
  - Process Trace
  - My Finished Job List
  - Reassign the Non-Agent Job
  - Reassign the Delegated Job
  - Retrieve the Agent Job
- Personalized
- Organization

User : B10 YONEZAWA YUTA Type : Participant

Package : Document ID :

Date Approved : 2023/09/23 ~ 2023/10/23 Status : Simulation

Subject :

All Open Completed Aborted Revoked Simulation

Step Name	單位系所	Approver	Status
學生申請	35002乙_管理學院資訊管理學系_2乙	黃晨炫	傳送
授課老師審核	3100_管理學院醫務管理學系	文羽葦	Proxy
授課老師審核	3100_管理學院醫務管理學系	莊玉如	核准
導師審核	0P00_體育室	彭馨穎	核准
導師審核	3500_管理學院資訊管理學系	林維昭	Cancel
系主任審核	3500_管理學院資訊管理學系	廖耕億	核准
教務處業管審核	060W_教務處-校外經費	鄭富尹	核准

The application will only be completed if you can see this.

PS. The system is set up so that if the instructor does not approve the course within three days, it will be automatically considered as disapproved. Sending out the application does not guarantee successful withdrawal; students can remind the teacher to review their applications and track their progress.

Attention:

The total number of credits a student can take after discontinuing a course must still meet the minimum number of credits required (12 credits for juniors and below, 9 credits for seniors, and credits for extended graduates and postgraduates).

Withdrawn courses will not count towards grades or credits, will not affect rankings, and will not be refunded for miscellaneous fees. They will be marked as "Withdrawn" on the transcript. Students who are withdrawn from a course in a semester will not be eligible for the Merit Scholarship in the following semester.

If you have any questions, please contact Mr. Cheng of the Academic Affairs Office, ext. 5981.

Academic Affairs Office