

南華大學__學年度第__學期

棄選課程申請表

Nanhua University Course Withdrawal

_____ Academic Year _____ Semester

申請日期 Date: 20___/___/___

系(所) 年 級 Department and Academic Year		學號 Student Number		姓名及手機 Name and Mobile	
開課單位 Course Department	科目代號 Course Code Number	棄選課程名稱 Course Name		班別 Class	學分 Credits
					(1)授課教師知會簽章 Instructor Signature
棄選原因(學生說明) Extenuating Circumstances Course Withdrawal (Student description)					
棄選原因(學生說明) Extenuating Circumstances Course Withdrawal (Student description)					
棄選 2 科關懷紀錄 Withdrawal of 2 or more courses requires additional documentation below.					
棄選原因 Extenuating Circumstances Course Withdrawal	棄選 2 科者請勾選，並附相關證明文件： Choose and attach related documents:			(2)學生導師簽章 Student Advisor's Signature	
	<input type="checkbox"/> 個人身心之特殊狀況 Personal Mental/Physical Issues <input type="checkbox"/> 家庭發生變故 Unforeseen Family Issues			(3)系所主管簽章 Department Chair Signature	
棄選後本學期修習之學分數合計_____學分(不得低於最低應修學分數)					
After course withdrawal, total remaining credits is _____. (Not lower than the required minimum)					

審 核 Approval Signatures (Official Use Only)	(4) 課務組 承辦人 Academic Affairs Staff	(5) 出納組 (更改作業費) Cashier	(6) 註冊暨課務組組長 Registration & Curriculum Chief	(7) 教務長 Academic Affairs Dean
				(棄選 2 科須核章) (for two course withdrawal only)

注意事項：

- 1、棄選在成績上會留下記錄，請同學在決定棄選時，務必要審慎考量。每學期棄選後修讀總學分仍不得低於最低應修學分數(大學日間部之大一、大二及大三至少 16 學分；大四至少 9 學分)。
- 2、受理期間依當學年度行事曆規定辦理，經(1)授課教師簽章後，送課務組登錄，再至出納組繳交更改作業費(每一科目 50 元)後，送回課務組辦理棄選。未於期限內完成上述程序者，不予棄選。
- 3、依據本校「南華大學學生修習學分棄選要點」第二條規定：「學生每學期於校訂時間辦理加退選後，若因個人身心之特殊狀況或家庭發生變故，致使不能專注於課業時，得依本辦法申請辦理棄選。學生非為上述原因申請棄選者，以一科為限」。(棄選 2 科者應檢附相關證明文件並經(1)授課教師(2)導師及(3)系所主管簽章)
- 4、經核准辦理棄選之學生，同一學期不得再以任何理由申請加選。棄選科目將於學生中、英文成績單上留下棄選記錄。依正常程序棄選核可後，點名系統將會自動移除修習該科目之點名記錄，同時移除相關曠課、請假及遲到等資料。
- 5、棄選之科目不退學分費，未繳交學雜費(含學分費)者仍依規定補繳後始得辦理。

Precautions:

1. Withdrawal will leave a permanent mark on student record. Students are advised to consider carefully when deciding on elective withdrawal. Total credits for each semester after withdrawal cannot be not lower than the minimum semester requirements (at least 16 credits for freshmen, sophomores and juniors in regular enrollment; at least 9 credits for seniors).
2. Withdrawal procedures must be followed in accordance with the annual academic calendar requirements. After the teacher has signed for approval, the Withdrawal Form will be submitted to the Registration & Curriculum Division for course withdrawal, followed by the Cashier and student must pay the NT\$50 per course withdrawal fee. These procedures must be completed within the formal course withdrawal period or the withdrawal permission will be rejected.
3. According to Article 2 of the "Nanhua University Student Course Rules Handbook", "Student who are unable to focus on coursework due to extenuating circumstances of an individual's physical/mental/family circumstances may apply for withdrawal in accordance with the university rules and regulations. Students who apply for withdrawal for the above reasons are limited to one subject withdrawal." (Withdrawal of two subjects should be accompanied by relevant/supporting documents and signed by instructor, student, and department chair)
4. Students who have been approved for course withdrawal may not apply for additional courses for any reason during the same semester. Withdrawal of the subject(s) will leave a permanent withdrawal "W" record on the student's Chinese and English transcripts. After final withdrawal approval through formal operational procedures, the student's name will be automatically removed from the record system including all relevant information such as late arrival and absentee data.
- 5, The courses selected for withdrawal will not be refunded. Students must pay all tuition fees before withdrawing from any courses.