

國立臺南大學研究生棄選申請表

NUTN Student Course Withdrawal Application Form

103 學年度第 1 學期

申請日期 Date: 103 年 _____ 月 _____ 日 (依送達承辦單位之日期)

系/所別 Department/Institute		班級 Class	
學號 Student No.	姓名 Name	電話 Phone No.	

棄 選 科 目	課程代號 Course No.	科目名稱 Course title	必/選修 Required/ Optional	學分 Credits
	棄選原因 Withdrawal Reason			
	①任課教師簽章 Course Instructor's Signature	(得依棄選原因決定是否同意)	②開課單位系主任 Director of Course Unit	
			③(學生所屬)系主任 Chairman of Department	

本學期原修習總學分數 Total credits taken this semester	學分 Credits	棄選後本學期修習之學分數 Remaining credits after withdrawal of course	學分 Credits (不得少於最低應修學分數)
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審 核 Ratification	④ 研究生教務組 承辦人員 Staff of Graduate Academic Affairs Section	⑤ 研究生教務組 組長 Director of Graduate Academic Affairs Section

注意事項 Notice:

1. 棄選課程必須未達扣考標準。
The course forfeited is not eligible for the course withdrawal application.
2. 棄選每學期以2科為限，課程名稱將仍登記於該學期成績單及歷年成績表，並將於成績欄註明該科「棄選」。
Applicants may withdraw **TWO** courses per semester only. The withdrawn course(s) will still show on the applicants' official transcripts and will be marked as "W". Credits for withdrawn course(s) will not be included in the total credits of the semester.
3. 棄選之科目不退學分費，未繳交學分費者仍應依規定補繳後始得辦理。
Applicants should pay full credit fees whether or not any course(s) is/are withdrawn. Those who have paid the credit fees but later withdraw a course(s) will not receive any refund; those who have not paid for the credit fees should still make full payment for the credit fees from the withdrawn course(s). (*Note: Applicants should make up the credits fees without objection even if a course withdrawal is applied before the payment.)
4. 棄選後該學期所餘學分數，不得低於應修最低學分數之規定。
Total credits taken excluding withdrawn course(s) should not be less than **MINIMUM** credit requirements.
5. 103學年度第1學期棄選申請日期為**103年11月17日至12月1日(星期一)**。
Application Period: According to school calendar. **This semester is from November 17 to December 1, 2014.**
6. 持本申請表辦理棄選課程時，經授課教師、開課單位主任及系主任同意後，請於規定時間內親自送達承辦人員，並請自行至網址：<http://webnt4.nutn.edu.tw/Stusys/> (或可由本校首頁→在校學生→課程課務資料查詢→教務學生系統) 查詢棄選是否辦理完成。

Applicants should fill in this application form personally with ratification by the course instructor before deadline and submit the form to the Teaching Affairs Section, the Office of Academic Affairs. Then Please confirm the result on the "Course System for Students" website (<http://webnt4.nutn.edu.tw/Stusys/>) on the next working day to make sure the course has been successfully withdrawn. °