

# 國立雲林科技大學\_\_學年度第\_\_學期 期中考前一週退選申請表

Application Form for Dropping Course One Week before the Mid-Term Week

※受理時間：期中考前一週，上班日「上午9-12點、下午1-5點」

※請申請人自行預留時間，依簽核流程程序(簽章都需正本)：(1)任課教師、(2)系所主任同意簽核後，於上班日下午5點前將正本親自送交至教務處課教組櫃台辦理(行政大樓1樓)，逾期不予受理。在職專班及進修部(專班)可洽詢系所辦公室協助。

※本表單採現場即時受理，請同學當場自行上網查看「學期修課資料」，確認停修課程的「修別」欄位已顯示「註記退選」，即完成。路徑：單一/課程資訊/學期修課資料

學 號	Student ID No.	系所及班級學制 (例：四機械-A)		Department/Grade/Class	
姓 名	Name	聯絡電話		Phone Number	
申請原因 Reason for Application					
學期課號 Course Serial No.	課程名稱 Course Name	開課班級 class	修別 Required/ Elective	學分數 Credits	(1)任課教師簽核 課程為多位教師者可 由1位教師代表簽核
不是系所課號					Signature of the Class Instructor
本學期原修習總學分數 _____		停修後剩餘學分數 _____			
Total credits originally taken this semester		Remaining credits after course withdrawal			
(大一~大三不得少於16學分;大四及進修部不得少於9學分;延修/研究所第一學年不得少於1門課)					
申請人簽名： _____		Signature		申請日期： _____年__mm__月__dd__日	
(2)學生所屬系 所主任簽核 Department Chair's Signature			(3)教務處核章 Academic Affairs Approval		

## 注意事項：

- 本申請表之使用須符合「國立雲林科技大學選課要點」第13點規定：「學生因學習能力等特殊因素，得在期中考試前一週內，持退選申請單，經任課教師及系所主管特准後，至課程及教學組辦理退選，但不予退費；且每名學生每學期限退選一個科目，並於學生歷年成績單之成績計分欄中註記「退選」之字樣。惟依本點規定退選後，**總學分數不得少於每學期規定之應修學分數，大學部已減修學分者，不得再申請依本點規定退選**。因本點原因退選，開課人數不受第十一點規定之限制。
- 申請核准後，請將本表單於受理時間內親送教務處課教組櫃台辦理，停修申請始完成。在停修程序完成前，請務必正常上課/請假，以免影響自身權益。

教務處收件日期：

英文翻譯是由 AI 協助完成，可能存在一些語意偏差或文法錯誤，請以原文為主，謹慎參考。

The ensuing English translation has been facilitated by AI assistance. There may be instances of semantic deviation or grammatical inaccuracies. Please prioritize the original text and exercise caution in reference.

※ **Application Period:**

One week before Midterm Exams: On workday 9:00 AM–12:00 PM & 1:00 PM–5:00 PM.

※ **Procedure & Instructions:**

Applicants are responsible for managing their own time to complete the approval process. All signatures must be **original physically-signed copies** (digital/photocopies not accepted).

**(1) Course Instructor approval, (2) Department Chair approval.**

Once both approvals are obtained, the original form must be submitted **in person** to the **Curriculum and Teaching Section of Office** (1st floor, Administration Building) by **5:00 PM**. Late submissions will not be processed. Executive Master's Programs (WEMBA) and Continuing Education students may contact their respective department offices for assistance.

※ **Immediate On-site Processing:**

Applications are processed on the spot. Students must check their "Semester Course Enrollment Record" online immediately after submission to confirm completion. The application is successfully completed once the "Course Category" field for the dropped course displays "**Withdrawn**" (註記退選). **Path:** Single Sign-On (SSO)/ Course Information/Semester Course Enrollment Record

**Important Notes:**

1. This application must comply with Article 13 of the "**National Yunlin University of Science and Technology Course Selection Guidelines**":
  - Students facing special circumstances, such as learning difficulties, may apply to drop a course during the week before midterm exams. The Course Withdrawal Application Form must be submitted to the Curriculum and Instruction Section after receiving special approval from both the course instructor and the department head.
  - **No refunds** will be issued for withdrawn courses.
  - Each student is limited to withdrawing from **only one course per semester**.
  - A note of "**W**" (**Withdrawn**) will be recorded on the student's permanent academic transcript.
  - After withdrawal, the student's total credits **must not fall below the minimum required credit load** for that semester. Undergraduate students who have already been approved for a reduced credit load are not eligible to apply for course withdrawal under this article.
  - Course withdrawals under this article are not restricted by the minimum enrollment capacity regulations stated in Article 11.
2. Once approved, the original form must be submitted in person to the Curriculum and Instruction Section desk within the designated application period to finalize the process. **Before the withdrawal process is fully completed, you must continue to attend classes or request official leaves of absence normally** to safeguard your academic rights.