

# 臺北醫學大學學生停修實施辦法

## Taipei Medical University Course Withdrawal Regulations\*

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第一條 本校為顧及學生於加退選截止後因故無法繼續修習課程，特依據學則第十五條，訂定本辦法。

Article 1 These guidelines are established for cases in which students are unable to continue in a course after the add/drop period has ended.

第二條 學生每學期於校訂時間辦理加退選後，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停修退選；若逾時未依公告之行事曆時程作網路選課確認即視同放棄，以教務系統既有選課資料為準，

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\*The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

嗣後並不得以任何理由申請更正（加選、退選及停修）。

Article 2 After the add/drop period, if students are unable to concentrate on a course due to a personal, physical or mental condition, or a family event, they may withdraw from the course. Students will not be allowed to change their course enrollment status after the add/ drop period.

第三條 停修退選後修習之學分數，不得低於規定之應修學分數。

Article 3 Students are required to meet the minimum credit load per semester after the add/ drop period.

第四條 每學期受理申請停修退選之時間為行事曆選課更正後至期末考試周前四週止。

Article 4 Students can request a drop/ withdrawal from a class after the date of check results & final correction and before the 4<sup>th</sup> week of final examination.

第五條 申請停修之學生，應於教務系統進行申請，停修院所學位學程課程經主授教師、行政教師或指導教授、系所主管簽准後生效；，停修通識教育中心課程經主授教師、通識行政教師簽准後生效。

Article 5 When requesting withdrawal from a course, students must submit application on TMU Academic system and obtaining approval from the course instructor, administration advisor, academic advisor and the chairperson or director of the department or institute. Withdrawal from general education courses, students must submit application on TMU Academic system and obtaining approval from the course instructor, and the administration advisor of the center of general education.

第六條 辦理停修退選後，同一學期不得再以任何理由申請加選。

Article 6 After the withdrawal, adding courses is not allowed for any reason in the same semester.

第七條 本辦法經教務會議通過後發布實施；修正時，亦同。

Article 7 These guidelines are in effectt after Academic Affairs' approval; the same procedure applies to amendments.