

國立臺北教育大學學生申請停修課程實施要點  
National Taipei University of Education  
“Implementation Guidelines for Application to Withdraw from Courses”

101.1.4 本校 100 學年度第 1 學期第 2 次教務會議通過訂定  
102.3.20 本校 101 學年度第 2 學期第 1 次教務會議修正通過  
104.6.3 本校 103 學年度第 2 學期第 2 次教務會議修正通過  
105.10.19(105)學年度第 1 學期第 1 次教務會議修正通過  
109.04.08(108)學年度第 2 學期第 1 次教務會議修正通過

Approved by the 2011 academic year 1<sup>st</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on January 4, 2012  
Revised and approved by the 2012 academic year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on March 20, 2013  
Revised and approved by the 2014 academic year 2<sup>nd</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on June 3, 2015  
Revised and approved by the 2016 academic year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 19, 2016  
Revised and approved by the 2019 academic year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on April 8, 2020

- 一、本校為顧及學生於加退選課程截止後，因特殊情形致部分課程無法繼續修讀，特訂定本實施要點。
  - I. The university drafts these implementation guidelines for special situations preventing students from continuing with the class after the deadline for adding or dropping classes has passed.
- 二、學生申請停修課程，應填妥停修課程申請書，日間學制學生將停修申請書送交教務處辦理；進修學制學生送交進修推廣處辦理。
  - II. Students applying to withdraw from a course must fill out a course withdrawal application form. Day students should submit the application form to the Office of Academic Affairs. Students in continuing education programs should submit their forms to the College of Continuing Education.
- 三、學生欲停修課程須於本校行事曆規定之第十三週至第十四週內提出申請。
  - III. Students intending to withdraw from courses should submit their applications during the 13<sup>th</sup> and 14<sup>th</sup> weeks of the semester as mandated on the university calendar.
- 四、各學制停修課程數及學分數限制如下：
  - IV. Limitations on the number of withdrawn courses and academic credits are as follows:
    - (一) 日間學制學士班 一至三年級 學生每學期停修學分數以該年級最低應修學分數三分之一（四捨五入）為限，四年級學生每學期停修課程數以二門課程為限，延長修業年限學生不在此限。  
學生於扣除停修課程學分後，於校內應至少修習一門科目。
      - i. Undergraduate program: The number of withdrawn courses by freshmen, sophomores, and juniors are limited to one-third of the minimum required credits for the specific year level per semester (rounded to the nearest whole number). The number of withdrawn courses by seniors are limited to two

courses per semester. This is not applicable to students on extended academic stay.

Students should take at least one course in the university, after deducting the credits of the withdrawn courses.

(二)日間學制碩博士班學生扣除停修科目之學分數後，最低之應修學分數從各系(所、學位學程)規定。

ii. For day graduate students, the minimum required credits taken after deducting the academic credits of the withdrawn course are to be determined by individual departments (graduate schools, degree programs).

(三)進修學制碩士班學生扣除停修科目後，學分數不得少於本校進修推廣處碩士在職專班學生選課辦法第四條及系(所、學位學程)規定之最低應修學分數。

iii. For master's students in continuing education programs, the number of academic credits taken after deducting the credits of withdrawn courses should not be less than the minimum mandated in Article 4 of the "Course Selection Method for In-Service Master Class Students" and by the department (graduate school, degree programs).

(四)已申請修習之暑修課程不可申請停修。

iv. Students who have already applied for summer courses may not apply for course withdrawal.

五、停修課程仍須登記於該學期成績單及歷年成績表，於成績欄註明「停修」。停修課程之學分數不計入該學期修習學分總數。

V. Withdrawn courses are still required to be recorded on the semester transcript and school year transcript with "withdrawn" written in place of a score. Academic credits for the withdrawn course will not be counted towards the total number of academic credits earned for that semester.

六、學生申請停修課程前應繳交之學雜費（學雜費基數）及學分費等各項費用，課程停修後不予退費，未繳交者仍應補繳。

VI. Students who apply for withdrawing from courses after paying the tuition and miscellaneous fees (basic tuition and miscellaneous fees) and credit fees shall forfeit all prior payments. Those who have not paid will still be required to do so.

七、本要點如有未盡事宜，依本校學則暨相關規定辦理。

VII. Any issue not covered in these guidelines shall be carried out in accordance with the University Regulations.

八、本要點經教務會議通過、校長核定後施行。

VIII. These Guidelines have been approved by the Academic Affairs Meeting and implemented following approval by the University President.