

銘傳大學 104 學年度第 2 學期期中考後學生申請減修注意事項
MCU 2015-16 Academic Year 2nd Semester Post-midterm Course-reduction Application Notice

一、申請條件：期中考成績不及格學分數為下列情形者

Students meeting one of the following conditions for failed credits on midterm exams:

1. 未達本學期修讀總學分數三分之一者，得減修 1 科。

Those who fail less than one-third of their credits on midterm exams may apply to drop one course.

2. 達本學期修讀總學分數三分之一者，未達二分之一者，得減修至多 2 科。

Those who fail more than one-third but less than half of their credits on midterm exams may apply to drop no more than two courses.

3. 達本學期修讀總學分之二分之一者，得減修至多 3 科。

Those who fail half of their credits on midterm exams may apply to drop no more than three courses.

二、申請時間：5 月 9 日上午 9 時至 5 月 13 日下午 4 時止

Application Period: 9:00 am on May 9th to 4:00 pm on May 13th, 2016.

三、申請方式 Application Procedure:

1. 凡符合減修規定者，經導師輔導後，上網申請減修。

學生資訊系統→課務資料→期中減修退選→勾選欲減修之課程→按確定送出。

All students meeting one of the conditions above should apply for course drop online after being counseled by their class advisor.

Within the Student Information System, under Course Information, select Post-midterm Course Withdrawal. Then check the course(s) to be dropped, and click on 'confirm' to submit the application.

2. 已申請減修之課程會以藍底顯示，若有錯誤可在申請時間期限內再次勾選後送出更正。

The dropped courses will be marked in blue. If there is any mistake, you can recheck the course(s) and resubmit the application for correction within the application period.

四、提醒事項 Note:

1. 依期中考後申請減修辦法第六條：應補繳學分費而未於期限內補繳完成之科目，由教務處登錄為減修科目，併入減修科目數計算。

Article 6 of the Procedures for Post-midterm Course-reduction Application: Students who do not complete the credit hour tuition payment for certain courses before the deadline, those courses will be treated as course-reduction courses by the Academic Affairs Division and will be calculated into the total number of course-reduction courses.

2. 依期中考後申請減修辦法第七條：減修後之學分數，不得低於學則規定最低應修學分數。

大學部學生一至三年級為 12 學分，四年級 (及建築系五年級) 為 9 學分。碩士生一至二年級不可少於一個科目。

交換生請洽詢國際教育交流處或大陸教育交流處。

Article 7 of the Procedures for Post-midterm Course-reduction Application: The semester's total credits must not fall below the minimum credits required for full-time enrollment after the course reduction, in accordance with the General Provisions for Study.

Undergraduates: 12 credits for 1st to 3rd-year students; 9 credits for 4th-year students and 5th-year students of Architecture Department students. Master's students of 1st to 2nd-year cannot be lower than 1 course.

Exchange students: Please contact the International Education and Exchange Division or the Mainland China Education and Exchange Division.

3. 申請減修經核准後，不得以任何理由取消申請或要求異動。減修之課程不得要求退費。

After the course-reduction application is approved, cancellation or request of any revisions to the application are not accepted under any conditions. No refunds are made for the courses being dropped.

4. 申請減修審核結果請於 5 月 16 日自行上網查詢 (學生資訊系統→上課課程表→下學期課表)。

若有疑問請洽詢台北註冊組 (02) 2882-4564 分機 2584、桃園教務組(03) 350-7001 分機 3185

The result of course drop will be posted on your course schedule in the Student Information System on May 16th, 2016. Please double check online (within Student Information System, under Course Schedule, select Second Semester). For further questions, please contact the Registrar's Section at (02) 2882-4564 extension 2584 and Taoyuan Academic Affairs Section at (03) 350-7001 extension 3185.



教務處 敬啟
Academic Affairs Division
105 年 4 月 21 日
April 21, 2016