

臺北醫學大學修習課程申請表
Taipei Medical University
Course Approval Request Form*

_____學年度/Academic Year <input type="checkbox"/> 上學期/Fall Semester <input type="checkbox"/> 下學期/Spring Semester						
學系 Department				申請日期 Date	_____月/Month _____日/Day _____年/Year	
姓名 Name				學號 Student ID	年級 Grade	
聯絡電話 Phone	手機/Mobile:			電子信箱 E-Mail		
申請項目 Action Requested	<input type="checkbox"/> 超修上限學分 ^① Exceed the credits limit ^① <input type="checkbox"/> 應屆生加修一科可畢業 ^① A graduating student taking an additional course in order to be qualified for graduation ^① <input type="checkbox"/> 同系越級選課 ^② Select a higher-level course provided by the applicant's department ^② <input type="checkbox"/> 改修他系課程 ^③ Select a course at another department ^③ <input type="checkbox"/> 重補修課程 Failed or did not complete the very same course at applicant's department <input type="checkbox"/> 興趣選修課程 Select a course at interest in class <input type="checkbox"/> 雙主修 Double Major () <input type="checkbox"/> 輔系 Minor () <input type="checkbox"/> 學分學程 Interdisciplinary program () <input type="checkbox"/> 微學程 Mini-program () <input type="checkbox"/> 其他 Others					
課程 Course	開課單位 Department	課號 Course Code	班別 Class	課程名稱 Course Title	學分 Credits	授課教師簽名(加選) ^④ Instructor Signature (For Adding)
加選 Add	退選 Drop					
申請之後，本學期修習之總學分數共計_____學分。 The request will result in a total of _____ credit hours for this academic term.						
申請人簽名/Applicant's Signature : _____						
簽核欄/Approved						
行政教師 ^(A) Administrative Advisor	【本系簽核】 非本系是否認抵畢業學分 waive credits <input type="checkbox"/> 是(Y) <input type="checkbox"/> 否(N) *須符合認列他系學分之規定		【輔系/雙主修學系簽核】 ^⑤ 是否認抵輔系/雙主修學分 waive credits <input type="checkbox"/> 是(Y) <input type="checkbox"/> 否(N)		【通識課程】 ^⑤	
系主任 ^(B) Department Chair	【本系簽核】			【輔系/雙主修學系簽核】 ^⑤		
課務組承辦人 ^(C) Curriculum Section Staff				課務組組長 ^(D) Curriculum Section Chief		
副教務長 ^(E) Associate Dean of Academic Affairs				教務長 ^(F) Dean of Academic Affairs		

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

【備註說明/Remarks】

註 1：如為「①」之情形：

- (1) 上學期成績平均 80 分以上，若須超修上限學分，須檢附上學期成績單影本。
- (2) 應屆畢(結)業生，若須加修一科目(超修)，始得畢(結)業時。

簽核程序為：(A)行政教師→(B)系主任→(C)課務組承辦人→(D)課務組組長

Note1: If in situation ① :

- (1) An applicant who has an above-80 GPA for the previous academic term and wishes to exceed the credit hour limit must submit a photocopy of transcript for the previous academic term.
- (2) Graduating students (or those completing a professional program) who wish to select an additional course ---and therefore will exceed the maximum number of credits---in order to be qualified for graduation (or completing the program).

The approved process :

Administrative Advisor→(B)Department Chair→(C) Curriculum Section Staff→(D) Curriculum Section Chief

註 2：如為「②」之情形：申請同系越級選課(越修較高年級課程)

簽核程序為：(A)行政教師→(B)系主任→(C)課務組承辦人→(D)課務組組長

Note2: If in situation ② :

Those who wish to select a higher-level course provided by his/her own department (i.e., an upper-division course) must obtain approval from the adviser/instructor and chair of his/her department.

The approved process :

(A) Administrative Advisor→(B)Department Chair→(C) Curriculum Section Staff→(D) Curriculum Section Chief

註 3：如為「③」之情形：因重、補修或衝堂，須改修他系相同課程

簽核程序為：(A)行政教師→(B)系主任→(C)課務組承辦人→(D)課務組組長

Note3: If in situation ③ :

An applicant wishes to select a course provided by another department either because he/she failed or did not complete the very same course at his/her department or due to scheduling conflicts must obtain consent from both the adviser/instructor and chair of his/her department.

The approved process :

(A) Administrative Advisor→(B)Department Chair→(C) Curriculum Section Staff→(D) Curriculum Section Chief

註 4：加選課程必須經該課程之授課教師簽核同意(於④欄處)，如為加選通識課程，請依通識教育中心規定辦理；退選課程則不需授課教師簽核同意。

Note4: To add a course, the instructor of the course must agree and sign at column 4. If the added course is a General education course, please confirm with the Center for General education. Students do not need the instructor's agreement and signature if students want to withdraw courses during add/drop period.

註 5：如為「⑤」之情形：

- (1) 申請修習一般通識組/語言中心/體育教學組課程，須加會該單位行政教師簽核。
- (2) 已具輔系/雙主修之資格者，若申請修習輔系/雙主修課程，須加會修習學系行政教師及主任簽核。

Note5: If in situation ⑤:

- (1) Student apply for general education courses should be approved by Center of General education.
- (2) Student, who qualified for double-majors/minor studies, apply for double-major, minor-study courses should be approved by the double-major, minor-study departments.

本表務必於每學期加退選結束前簽核完成，並送至課務組俾憑課務組承辦人員協助加退選，逾期恕不受理。

The request form must be sent to the Curriculum Section after being approved by the above in charge so the desired course will be added/dropped. The request form must be submitted before the end of the add/drop period of each academic term, otherwise it will not be considered.