

長庚大學期中停修申請單

Chang Gung University Course Midterm Suspension Application Form

第一聯：教務處收執聯 I. Counterfoil : (Kept by Office of Academic Affairs)

聯絡電話 Contact Phone: 申請日期 Application Date: / /

學系 Department		學號 Student ID		年級 Year		學生姓名 Name	
停修前本學期總修課學分數(含停修科目學分數): _____ The number of credits being taken before course suspension.							
科目代號 Course Code		科目名稱 Course		學分 Credit		課程負責人核簽 Course Instructor's Signature	
(停修以一科為限) Only one course						(非授課教師核簽概不受理申辦) Under Instructor hand and seal	
申請原因說明 Reasons for course suspension:							
教務處 Office of Academic Affairs				系主任 Department Chair		導師 Academic Advisor	

第二聯：學生收執聯 II. Receipt : (Kept by Student)

長庚大學期中停修申請單 CGU Course SUSPENSION Form

申請日期 Application Date: / /

學系 Department		學號 Student ID		年級 Year		學生姓名 Name	
科目代號 Course Code		科目名稱 Course		學分 Credit		教務處收件章 Office of Academic Affairs Seal	
(停修以一科為限) Only one course							

申請流程 Process:

課程負責教師 Instructor → 導師 Academic Advisor → 系(所)主任 Department Chair → 教務處 Office of Academic Affairs

※ 您提供的個人資料將用於確認及聯絡使用，保留 1 年後隨時銷毀。

Your personal information will be used for verification and contact purposes, and will be retained for one year before being destroyed at any time.

注意事項 Note：

※ 當授課老師非校內老師時，才可使用此紙本的停修申請單。

Only when the instructor is not an in-house teacher, this paper-based suspension application form can be used.

※ 「選課實施辦法」第二條第三項：

於學期中因故無法繼續修習時，可於當學期第九週至第十二週登入線上核簽管理系統填寫「期中停修申請單」，經課程負責人同意後辦理。除特殊情況外，停修課程每學期以一科為限。學生停修課程後，總修讀學分數仍需符合本辦法第九條應修學分數下限之限制，停修課程不計成績、學分，不予核退學雜費，成績單上予加註「停修」。

Article 2, Section 3 of the "Regulations for Selecting Classes":

Students unable to continue their studies during the semester for any reason, students can log in to the online approval system (Flow system) and fill out a "Midterm Suspension Application Form" from the ninth to the twelfth week of the semester, and obtain the approval of the course coordinator to complete the form. Each student is limited to suspension one course per semester, except for special circumstances.

After approval of course suspension, the total number of credits that a student must still meet the lower limit of the number of credits that should be taken in accordance with Article 9 of these Regulations. The suspension course will not be counted as grades or credits, and it will appear on the student's transcript with a grade of "W". The "W" grade does not affect the student's grade point average (GPA). The suspension course will not be refunded the tuition and fees.

※ 當學期曾停修課程者，次學期不得領取成績優良獎學金。

For students who suspension a course in the semester, they are disqualified for scholarship in the following semester.