

# 南華大學 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期棄選課程申請表

Nanhua University Course Withdrawal \_\_\_\_\_ Academic Year \_\_\_\_\_ Semester

申請日期 Date: 20\_\_\_\_/\_\_\_\_/\_\_\_\_

已詳閱個人資料蒐集處理利用告知聲明書，並已明確知悉並同意貴校得蒐集、處理及利用本人個人資料。簽名: \_\_\_\_\_

系(所)/年級 Department and Academic Year		學號 Student Number		姓名及手機 Name and Mobile		
開課單位 Course Department	科目代號 Course Code Number	棄選課程名稱 Course Name		班別 Class	學分 Credits	(1)授課教師知會簽章 Instructor Signature
棄選原因(學生說明) Extenuating Circumstances Course Withdrawal(Student description)						
棄選2科關懷紀錄 Withdrawal of 2 or more courses requires additional documentation below.						
棄選2科者請勾選。可附相關證明文件： Choose and attach related documents: <input type="checkbox"/> 個人身心之特殊狀況 Personal Mental/Physical Issues <input type="checkbox"/> 家庭發生變故 Unforeseen Family Issues				棄選原因(學生說明) Extenuating Circumstances Course Withdrawal (Student description)		
開課單位 Course Department	科目代號 Course Code Number	棄選課程名稱 Course Name		班別 Class	學分 Credits	(1)授課教師知會簽章 Instructor Signature
(2)學生導師簽章 Student Advisor's Signature			(3)系所主管簽章 Department Chair Signature			
<input type="checkbox"/> 棄選 <b>【我的學習地圖與成年禮】</b> Course Withdrawal <b>【My Learning Roadmap &amp; Coming-of-Age Ceremony】</b>		如因突發事故(如重病、家庭急難等)無法如期參加當學期舉辦之成年禮(儀式),得於該成年禮結束後次週內,持相關佐證文件向教務處提出棄選申請。 In the event of unforeseen circumstances (such as serious illness or family emergencies) that prevent a student from attending the Coming-of-Age Ceremony held during the current semester, the student may submit a withdrawal application to the Office of Academic Affairs within one week after the conclusion of the ceremony, along with relevant supporting documents.				
「我的學習地圖」成績是否予以保留? <input type="checkbox"/> 是(Yes) <input type="checkbox"/> 否(No)  “Should the grade for ‘My Learning Map’ be retained?” <b>Please remember to re-enroll in the course next year.</b>		※特別提醒：若於本學期棄選階段申請「我的學習地圖」保留成績， ①及格者明年免重覆修習，請於明年重新選課並完成成年禮(儀式)(需自行報名成年禮活動)。②不及格者請於明年重新選課並修習「我的學習地圖與成年禮」課程，並須完成成年禮(儀式)(需報名成年禮活動)。 If you apply to retain your “My Learning Map” grade during the course withdrawal period of this semester: ①Students who passed do not need to retake the course next year. Please re-enroll in the course in the next year and complete the Coming-of-Age Ceremony (registration for the ceremony activity is required). ②Students who did not pass must re-enroll in the “My Learning Map and Coming-of-Age Ceremony” course in the next year and complete the Coming-of-Age Ceremony, including registering for the event. (Remember to register for the course.)				
開課單位 Course Department	科目代號 Course Code Number	棄選課程名稱 Course Name		班別 Class	學分 Credits	(1)授課教師知會簽章 Instructor Signature
棄選原因(學生說明)並提供佐證文件 Extenuating Circumstances Course Withdrawal(Student description) and Submission of Supporting Documents						

棄選後本學期修習之學分數合計\_\_\_\_\_學分(不得低於最低應修學分數)

After course withdrawal, the total remaining credits is \_\_\_\_\_. (Not lower than the required minimum)

審 核 Approval Signatures (Official Use Only)	(4) 課務組 承辦人 Academic Affairs Staff (收件章)	(8) 註冊暨課務組組長 Registration & Curriculum Chief	(9) 教務長 Academic Affairs Dean
			(棄選2科須核章) (for two-course withdrawal only)

### 注意事項：

- 1、棄選在成績上會留下記錄，請同學在決定棄選時，務必要審慎考量。**每學期棄選後修讀總學分仍不得低於最低應修學分數(大學日間部之大一、大二及大三至少16學分；大四至少9學分)**。
- 2、受理期間依當學年度行事曆規定辦理，經(1)授課教師簽章後，送課務組登錄，再至出納組繳交更改作業費(每一科目50元)後，送回課務組辦理棄選。未於期限內完成上述程序者，不予棄選。
- 3、依據本校「南華大學學生修習學分棄選要點」第二條規定：「學生每學期於校訂時間辦理加退選後，若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棄選。**學生非為上述原因申請棄選者，以一科為限**」。(棄選2科者應檢附相關證明文件並經(1)授課教師(2)導師及(3)系所主管簽章)
- 4、經核准辦理棄選之學生，同一學期不得再以任何理由申請加選。棄選科目將於學生中、英文成績單上留下棄選記錄。依正常程序棄選核可後，點名系統將會自動移除修習該科目之點名記錄，同時移除相關曠課、請假及遲到等資料。
- 5、棄選之科目不退學分費，未繳交學雜費(含學分費)者仍依規定補繳後始得辦理。

### Precautions:

1. Withdrawal will leave a permanent mark on the student record. Students are advised to consider carefully when deciding on elective withdrawal. Total credits for each semester after withdrawal cannot be lower than the minimum semester requirements (at least 16 credits for freshmen, sophomores, and juniors in regular enrollment; at least 9 credits for seniors).
2. Withdrawal procedures must be followed by the annual academic calendar requirements. After the teacher has signed for approval, the Withdrawal Form will be submitted to the Registration & Curriculum Division for course withdrawal, followed by the Cashier and the student must pay the NT\$50 per course withdrawal fee. These procedures must be completed within the formal course withdrawal period or the withdrawal permission will be rejected.
3. According to Article 2 of the "Nanhua University Student Course Rules Handbook", "Students who are unable to focus on coursework due to extenuating circumstances of an individual's physical/mental/family circumstances may apply for withdrawal by the university rules and regulations. Students who apply for withdrawal for the above reasons are limited to one subject withdrawal." (Withdrawal of two subjects should be accompanied by relevant/supporting documents and signed by instructor, student, and department chair)
4. Students who have been approved for course withdrawal may not apply for additional courses for any reason during the same semester. Withdrawal of the subject(s) will leave a permanent withdrawal "W" record on the student's Chinese and English transcripts. After final withdrawal approval through formal operational procedures, the student's name will be automatically removed from the record system including all relevant information such as late arrival and absentee data.
5. The courses selected for withdrawal will not be refunded. Students must pay all tuition fees before withdrawing from any courses.

**南華大學\_\_學年度第\_\_學期**  
**棄選課程申請表-收款/登錄簽章聯**

**Nanhua University Course Withdrawal**  
**\_\_\_\_\_ Academic Year \_\_\_\_\_ Semester-Payment/Login Signature Copy**

第1科棄選科目資料 First course withdrawal information 申請日期 Date: 20\_\_\_\_/\_\_\_\_/\_\_\_\_

系(所) 年 級 Department and Academic Year	學號 Student Number	姓名及手機 Name and Mobile		
開課單位 Course Department	科目代號 Course Code Number	棄選課程名稱 Course Name	班別 Class	學分 Credits

審 核 Approval Signatures (Official Use Only)	(5) 出納組 (更改作業費) Cashier	(6) 課務組 承辦人 Academic Affairs Staff (登錄章)	(7) 檢核 Check

**注意事項：**

1. 繳費完成後，請務必將本收款/登錄簽章聯繳回教務處承辦人員，才算完成申請棄選作業。

**After completing the payment, please make sure to submit this payment/registration signature slip back to the staff in charge at the Office of Academic Affairs. Only then will the course withdrawal application be considered complete.**

2. 如需棄選第2科，請勿使用此表格。請找教務處承辦人員辦理後，再領取填寫。

**If you need to withdraw from the second course, please do not use this form. Please approach the staff in charge at the Office of Academic Affairs to handle the process, and then receive the form for completion.**

# 南華大學學生個人資料蒐集處理利用告知聲明書

南華大學（以下簡稱本校）依據中華民國個人資料保護法(含施行細則)、教育部相關法規法令之規範及本校隱私權政策聲明，蒐集、處理及利用您的個人資料。依據個資法第八條規定，本校向當事人蒐集個人資料時，應告知當事人相關事項，以此特定本聲明書。

## 一、個人資料蒐集之目的

本校基於學生(含畢、肄業生)資料管理(158)目的，蒐集、處理及利用您的個人資料。

## 二、個人資料之類別

識別個人者(C001)、學校紀錄(C051)、學生(員)應考人紀錄(C57)，例如姓名、電話號碼等。

## 三、個人資料利用之期間、地區、對象及方式

(一)個人資料利用之期間：除法令或教育部另有規定外，特定目的未消失前均為利用期間。

(二)個人資料利用之地區：於中華民國境內或經學生同意處理、利用之境外地區。

(三)個人資料利用之對象：

除本校自行利用外，尚包括為辦理上開蒐集目的所必需之相關合作單位及主管機關或其所指定之單位。

(四)個人資料利用之方式：

製作各類證明文件，以利核發成績單/證明書。紙本資料皆存放於檔案櫃保存。

## 四、學生依個資法第三條得行使之權利及方式

當事人就其個人資料，得以書面方式，依個資法規定向本校行使下列權利：

(五)查詢或請求閱覽。

(六)請求製給複製本。

(七)請求補充或更正。

(八)請求停止蒐集、處理或利用。

(九)請求閱覽或製給複製本有個資法第10條但書規定情形之一者，不在此限。

(十)除法令另有規定或教育部要求外，若學生向本校提出停止蒐集、處理、利用或請求刪除個人資料之請求，將妨礙本校執行職務或完成上開蒐集目的或導致本校違背法令或教育部之要求時，本校得繼續蒐集、處理、利用或保留個人資料。

學生申請上述事項時，應以書面方式向本校提出，如有收費規定者，並應繳交規定費用。

五、學生如未提供真實且正確完整之個人資料，將導致入學資格無法確認、緊急事件無法聯繫、學籍及成績相關資訊無法送達等，影響學生學籍及成績之權益。請確認提供之個人資料均為真實且正確；如有不實或需變更者，學生應立即檢附相關證明文件送交本校教務處辦理更正。務必提供正確、最新及完整的個人資料，若個人資料有誤或不完整，您將可能損失相關權益。

六、本校得依法令規定或主管機關或司法機關依法所為之要求，將個人資料或相關資料提供予相關主管機關或司法機關。

七、本校保留隨時修改本告知聲明書之權利，如有未盡事宜將修訂後之規範公告於本校網站，不另作個別通知。