

亞洲大學學生申請停修科目實施要點

- 90.12.11 90 學年度第 1 學期第 3 次教務會議通過
91.11.06 91 學年度第 1 學期第 4 次教務會議修訂通過
92.06.12 91 學年度第 2 學期第 2 次教務會議修訂通過
95.02.15 94 學年度第 2 學期第 1 次教務會議修正規章名稱、新增第 2 點；修正第 1 至 8 點、
第 3、至 8 點點次變更
95.02.24 亞洲秘字第 9500743 號函發布
96.10.31 96 學年度第 1 次教務會議通過修正第 3、4 點條文
96.11.27 亞洲秘字第 0960007826 號函發布
98.3.25 97 學年度第 3 次教務會議通過修正第 3、4 點條文
98.4.17 亞洲秘字第 0980003287 號函發布
98.5.13 97 學年度第 4 次教務會議通過修正第 4 點條文
98.5.26 亞洲秘字第 0980004623 號函發布
100.12.29 100 學年度第 3 次教務會議通過修正第 4 點條文
101.2.1 亞洲秘字第 1010000839 號函發布
101.04.12 100 學年度第 2 學期第 1 次教務會議通過修正第 3 點條文
101.11.01 亞洲秘字第 1010012061 號函發布
101.11.15 101 學年度第 1 學期第 2 次教務會議通過修正第 2、3 點條文
102.1.02 亞洲秘字第 1020000038 號函發布
102.04.09 101 學年度第 2 學期第 1 次教務會議通過修正第 3 點條文
102.5.20 亞洲秘字第 1020005549 號函發布
102.10.08 102 學年度第 1 學期第 1 次教務會議通過修正第 4 點條文
102.11.07 亞洲秘字第 1020012291 號函發布
112.05.10 111 學年度第 2 學期教務會議通過修正第 2、3 點條文
112.05.30 亞洲秘字第 1120008054 號函發布

一、本校為顧及學生於加退選課程截止後，因特殊情形無法繼續修習已修習科目，特訂定本要點。

These guidelines are established to accommodate students who, after the course add/drop deadline, find themselves unable to continue with courses due to special circumstances.

二、符合下列情形之一者得申請停修：

Students who meet one of the following conditions are eligible to apply for course withdrawal:

(一) 個人學習成績不佳、有學習困擾與困難之情事。

Individuals experiencing poor academic performance or facing learning difficulties and challenges.

(二) 本學期已修習科目負荷過重，必須放棄部分已修習科目。

Students who have taken on an excessively heavy course load for the current semester and need to drop some of the courses they have already enrolled in.

(三) 教師實際上課內容，明顯不如個人預期，已無繼續學習興趣。

When the actual course content delivered by the instructor falls significantly short of the student's expectations, leading to a loss of interest in continuing the course.

(四) 部分科目上課時間與個人規劃衝突，決定以後再修習。

When class schedules for certain subjects conflict with the student's personal plans, they may decide to postpone taking those courses to a later time.

(五) 其它有申請停修必要之理由。

Any other valid reasons necessitating a course withdrawal application.

三、每學期停修後之學分數不得少於各該年級當學期之最低修習學分數，惟大四學生如認為停修後，不至影響應取得之畢業學分總數者，同意不受此限，如有具體之必要事由，經陳核同意者，應至少保留修習 1 科目，不受「學則」第十七條最低修習學分數之限制。

The number of credits withdrawn in each semester must not be less than the minimum required credits for that semester's academic level. However, senior students in their fourth year may be exempt from this restriction if they believe that the course withdrawal will not affect their total credits required for graduation. In cases where there are specific justifications, and with approval from the relevant authorities, they must retain enrollment in at least one course, exempt from the constraints of

Article 17 of the university's academic regulations regarding minimum credit requirements.

- 四、學生停修，應於期中考後至期末考二週前至「學生資訊系統」提出申請，逾時不予受理。

Students wishing to withdraw from a course should submit their application through the "Student Information System" between the end of the mid-term exam period and two weeks before the final exam. Applications submitted after this deadline will not be accepted.

- 五、經核准停修之科目仍須登記於該學期成績單及歷年成績表，並於成績欄註明「停修」，其學分數不計列於該學期及歷年修習學分總數。

Courses for which course withdrawal has been approved will still be listed on the semester transcript and the cumulative academic record. However, in the grade column, it will be marked as "Withdrawn," and the credits for those courses will not be included in the total credits earned for that semester or in the cumulative total credits.

- 六、依規定應繳交學分費（學分學雜費）之科目停修後，其學分費（學分學雜費）已繳交者不予退費，未繳交者仍應予補繳。

For courses for which tuition fees (credit and miscellaneous fees) are required to be paid according to the regulations, if a course withdrawal is approved, no refund will be given for the tuition fees (credit and miscellaneous fees) that have already been paid. Students who have not yet paid these fees will still be required to make the payment.

- 七、本要點如有未盡事宜，依相關法令規定辦理。

Any matters not covered by these guidelines shall be handled in

accordance with relevant laws and regulations.

八、本要點經教務會議通過，陳請校長核定後公布施行，修訂時亦同。

These guidelines, once approved by the Academic Affairs Council and endorsed by the university president, will be published and implemented. Any revisions to these guidelines will follow the same procedure.