國立成功大學特殊因素選課逾期申請報告書
National Cheng Kung University Application Form for Overdue Course Enrollment

系所名稱 Department/ Graduate Institute		學年學期 Academic semester/year	學年　　　學期	
姓名 Name of Applicant		申請日期 Date of application	年　　　月　　　日 yyyy　　mm　　　dd	
學號 Student ID No.		年級 grade/year		班 Class.

申請 事由 Please specify your reason	□系所課程異動 □影響當學年畢業 □修習學分不符最低標準（非上述原因概不受理） □Course Changes □Graduation Requirement in this semester □Less than the required minimum number of credits(Only one of the three is allowed)

補棄選 Add/Drop	選課序號 Course No.	科目名稱 Course Title	①授課教師同意選課簽章 （或檢附教師已簽章之選課加簽單） Signature of Instructor
□Add □Drop			
□Add □Drop			
□Add □Drop			
□Add □Drop			

②學生之系所主管 (請簽註文字意見) Department Chair	③開課單位 Department offering the course	④課務組 Curriculum Division	⑤註冊組 Registrar's Division	⑥教務長 Vice President of Academic Affairs
	□確認教室最大容量尚可容納 Maximum classroom capacity confirmation			

附註 Note	1.依據本校「學生選課辦法」規定：選課確認階段，學生若因影響畢業或所修學分數不符最低標準，得於該階段截止日前向授課教師、開課單位、就讀系所及教務單位請求補加選，惟學生若發現多選課程，不得棄選，僅得申請退選。 According to the NCKU Course Enrollment Regulations, those whose course enrollment applications fail to meet the related credit or graduation requirements shall consult with their course instructors, related department office and the Division of Registrar to complete additional course enrollment actions. Those who are enrolled in more courses than expected are only allowed to withdraw from courses, which will be indicated on the transcript. 2.依選課公告，選課確認階段，因系所課程異動特殊因素，經任課教師及系主任核可，完成程序後，可辦理棄補選。 According to the NCKU Notice of Course Enrollment at Course Enrollment Confirmation, students are allowed to add or drop courses with approval by the class instructors, department chair and the completion of following procedure due to course changes. 3. 此申請表單非選課確定階段不予受理。 This application form is not acceptable if it is not submitted during the Course Enrollment Confirmation stage.