

# 申請課程停修

請確認停修課程資料並填寫原因後，儲存送出並列印紙本，經授課教師及就讀系所主管簽核同意，送交課務組辦理。

填寫申請

確認送出

列印申請表

申請表簽核

繳交至課務組

完成

停修程序：[登入學生入口網](#) 【選課清單】→點選【申請停修】功能鈕申請→儲存送出→列印條碼申請表→任課教師及就讀系所主管簽核同意→持完成簽核之申請表至課務組臨櫃辦理→自行上網確認停修課程。

※錯誤更正截止日後，114年10月2日（週四）09:00起，始得開始辦理停修申請。

※114學年度第1學期停修截止時間：114年12月1日(週一)17:00(日間學制)

21:30(進修學制)

## 注意事項：

- 一、本校停修申請並非無條件之棄修、棄選，須經任課教師、就讀學系所主管同意後始得辦理。
- 二、同學應自行酌量辦理時間，不接受學生以找不到任課老師等任何理由逾時送件。受理停修申請單係以送達教務處為準，逾時不予受理。
- 三、停修課程每學期以一科為限(以第1個完成停修系統審核之科目為準)，仍登記於該學期成績單及歷年成績單，於成績欄註明「停修」。停修課程學分數不計入該學期修習學分總數。
- 四、停修後學士班學生修習學分總數不得少於9學分，進修學士班學生修習學分總數不得少於6學分，惟修業年限最後一年之碩、博士班學生及曾修習彈性課程之學士班學生修業年限最後一年、延長修業年限之學士班學生，停修後至少仍應修習一個科目。
- 五、依規定應繳交學分費(學分學雜費)之課程停修後，其學分費(學分學雜費)已繳交者不予退費，未繳交者仍應補繳。
- 六、學期修習科目不得有「停修」情形，列為輔仁書卷獎核發標準條件之一。

## Course Withdrawal Application

Please confirm the course withdrawal information and fill in the reason, then save and print a hard copy  
After obtaining permission from the course instructor and home department chairperson, submit the form to the Curriculum Division

Application Form

Send out

Print out

Gain approval

Submit to Curriculum Division

Finished

Application procedure: [Login to the Student Portal](#) 【Course Registration Results】→select 【Apply for Withdrawal】→Save and submit→Print barcode application form→Obtain permission from course instructor and home department chairperson→Bring the completed form to the Curriculum Division counter for processing→Confirm course withdrawal online.

※After the error correction deadline of 10/02/2025 (Thursday)09:00 has passed, a course withdrawal application is required.

※2025 Fall Semester course withdrawal deadline: Day Division: 12/1/2025(Mon) 17:00  
SOCE: 12/1/2025(Mon) 21:30

## Notes:

1. Students cannot withdraw from a course without a valid reason. Only after obtaining permission from both the instructor and the home department chairperson can students apply for course withdrawal.
2. Students should consider the time required for processing the application. The withdrawal application form must be submitted to the Office of Academic Affairs. Late submissions will not be accepted for ANY reason.
3. Course withdrawal is limited to one course per semester (the first course registered in the course withdrawal system). The title of the course will still be listed in the semester grade report and the academic transcript, but a W (withdrawal) will be recorded in the grade column. The credit hours of the withdrawn course will not be counted in the total credit hours of that semester.
4. After a course is withdrawn, undergraduates require a minimum of 9 total credit hours for that semester, and undergraduate students in the SOCE require at least 6 total credit hours. In addition, after withdrawal, graduate students in both Master's and doctoral programs must still take at least one course in the final year of their studies, as do undergraduate students who have requested an extension of the time limit for degree completion.
5. Even though a course is withdrawn, the credit fees (including tuition or other expenses) paid for the course under the regulations cannot be refunded. Students who have not paid the credit fees must still pay any outstanding fees.
6. Students who have withdrawn courses are not eligible for the FJCU Academic Excellence Award.