

銘傳大學導師電子公報(第 029 號)

Ming Chuan University Class Advisor Electronic Bulletin

發文單位：教務處

中華民國 113 年 11 月 8 日
November 8, 2024

適用月份：◎11 月份

Applicable Months: ◎November

適用對象：◎大學部 ◎研究所 ◎碩士在職專班

Intended Audience: ◎Undergraduate ◎Graduate ◎Graduate Work-experience Programs

敬愛的導師，您好：

銘傳大學 113 學年度第 1 學期期中考後學生申請減修注意事項

一、申請條件：

期中考成績不及格學分數為下列情形者—

1. 未達本學期修讀總學分數三分之一者，得減修 1 科。
2. 達本學期修讀總學分數三分之一者，未達二分之一者，得減修至多 2 科。
3. 達本學期修讀總學分之二分之一者，得減修至多 3 科。

二、申請時間：

11 月 25 日上午 9 時至 11 月 29 日下午 4 時止，逾期不予受理。

三、申請方式：

1. 凡符合減修規定者，經導師輔導後，上網申請減修。
(學生資訊系統/課務資料/期中減修退選/勾選欲減修之課程/點選減修原因/下一步/列印已退選的科目)
2. 已申請減修之課程會以藍底顯示，若有錯誤可在申請時間期限內再次勾選後送出更正，並列印或拍照最後已確認減修的科目畫面作為憑證。

四、提醒事項：

1. 申請減修請以桌機或筆電操作，切勿使用手機以避免減修科目未有確認狀況。
2. 依期中考後申請減修辦法第六條：應補繳學分費而未於期限內補繳完成之科目，由教務處登錄為減修科目，併入減修科目數計算。
3. 依期中考後申請減修辦法第七條：減修後之學分數，不得低於學則規定

最低應修學分數。

大學部學生一至三年級為 12 學分，四年級（及建築系五年級）為 9 學分。

碩士生一至二年級不可少於一個科目。

交換生請洽詢國際教育交流處。

4. 申請減修經核准後，不得以任何理由取消申請或要求異動。
減修之課程不得要求退費。
5. 申請減修審核結果請於 12 月 2 日自行上網查詢（學生資訊系統/上課課程表/上學期課表）。

若有疑問請洽詢台北註冊組 (02) 2882-4564 分機 2584

桃園教務組 (03) 350-7001 分機 3142

教務處 敬啟

MCU 2024-25 Academic Year 1 st Semester Post-midterm Course-reduction Application Notice
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1. Application is available to students meeting one of the following conditions for failed credits on midterm exams:
 - (1) Those who fail less than one-third of their credits on midterm exams may apply to drop one course.
 - (2) Those who fail more than one-third but less than half of their credits on midterm exams may apply to drop no more than two courses.
 - (3) Those who fail half of their credits on midterm exams may apply to drop no more than three courses.
2. Application Period:
9:00 am on November 25th to 4:00 pm on November 29th 2024; no late applications will be accepted.
3. Application Procedure:
 - (1) All students meeting one of the conditions above should apply for course drop online after being counseled by their class advisor.
(Within the Student Information System, under Course Information, select Post-midterm Course Withdrawal. Then check the course(s) to be dropped, select the reason for dropping the course, and click on "Next" on the bottom of the page.)
 - (2) The dropped course(s) will be marked in blue. If there is any mistake, you can recheck the course(s) and resubmit the application for correction within the application period. Please print out or photograph the final version of revised and confirmed dropped course(s) for your reference.
4. Note:
 - (1) Please use computer or laptop to apply. Do not use cell phone as to avoid your course-reduction application not being confirmed.
 - (2) Article 6 of the Procedures for Post-midterm Course-reduction Application: For

students who do not complete the credit hour tuition payment for certain courses before the deadline, those courses will be treated as course-reduction courses by the Academic Affairs Division and will be calculated into the total number of course-reduction courses.

- (3) Article 7 of the Procedures for Post-midterm Course-reduction Application: The semester total credits must not fall below the minimum credits required for full-time enrollment after the course reduction, in accordance with the General Provisions for Study.

Undergraduates: 12 credits for 1st to 3rd-year students; 9 credits for 4th-year students and 5th-year students of Architecture department.

Master's students in 1st or 2nd-year cannot be lower than 1 course.

Exchange students: Please contact the International Education and Exchange Division

- (4) After the course-reduction application is approved, cancellation or request of any revisions to the application is not accepted under any conditions. No refunds are made for the courses being dropped.

- (5) The result of course drop will be posted on your course schedule in the Student Information System on December 2, 2024. Please double check online (within Student Information System, under Course Schedule, select First Semester). For further questions, please contact the Registrar's Section at (02) 2882-4564 extension 2584 and Taoyuan Academic Affairs Section at (03) 350-7001 extension 3142.

Academic Affairs Division