**銘傳大學專案減修申請表** – 第14週申請使用

**Ming Chuan University Post-midterm Course Withdrawal Application Form**

**for Students with Special Case** (for use during week 14 of the semester.)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.申請人資料**Applicant’s Data**  申請日期(Application Date)： 年(Y) 月(M) 日(D) | | | | | | | | | | | |
| 學 號 及 姓 名  Student ID Number & Name | | | 院 系 所  School / Department | | | | | 班 級 及 代 碼  Class Section Name & Code | | | |
| 學號  Student ID |  | | 學院(School)  學系(Department) | | | | | 班 級  Class Name | 年(Year-level)  班(Class Sec) | | |
| 姓名  Name |  | | 電 話  Phone Number |  | | |
| 2.申請原因：  **Reason for application** | | | | | | | | | | | |
| 3.申請退選資料 **Data for Courses Applying to Drop** | | | | | | | | | | | |
| 退　　選　　科　　目　　Data for Courses to be Dropped | | | | | | | | | | | |
| 班 級  Class Section | |  | 代碼  Code | |  | 科目名稱  Course Name |  | | | 代碼  Code |  |
| 班 級  Class Section | |  | 代碼  Code | |  | 科目名稱  Course Name |  | | | 代碼  Code |  |
| 班 級  Class Section | |  | 代碼  Code | |  | 科目名稱  Course Name |  | | | 代碼  Code |  |
| 原學分：\_\_\_\_\_\_學，減修後學分：\_\_\_\_\_\_學分  Total Credits after Dropping | | | | | | | | | | | |
| 4.輔導紀錄**Consultant Record** | | | | | | | | | | | |
| 【輔導過程】(請說明) Consultant Process (please describe)： | | | | | | | | | | | |
|  | | | | 導師Class Advisor： | | | |  | | | |
|  | | | | 系 主 任 Department Chair： | | | |  | | | |
|  | | | | 院 長 School Dean： | | | |  | | | |
| 5.審查結果**Application Review** | | | | | | | | | | | |
| 課務(教務)組 Curriculum Section | | | | 註冊(教務)組 Registrar Section | | | | 教 務 長 Dean of Academic Affairs | | | |
|  | | | |  | | | |  | | | |

* 本案依分層負責由教務長決行。Dean of Academic Affairs has final authority for this application.

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Note: The information collected on this form is only used in the range and region required for the purposes of administrative processing and data analysis for university affairs, assisting public sector entities with investigation, operations, and legal obligations set in accordance with relevant regulations; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL [http://pims.mcu.edu.tw](http://pims.mcu.edu.tw/)) for further understanding of MCU personal information management policy, regulations and contact information.