

**銘傳大學期中考後學生申請減修注意事項**  
**MCU Post-midterm Course-reduction Application Notice**

**一、期中考成績不及格學分數符合下列情形者，得申請減修：**

Students meeting one of the following conditions for failed credits on midterm exams may apply for Post-midterm Course-reduction:

1. 未達本學期修讀總學分數三分之一者，得減修 1 科。

Those students who fail less than one-third of their credits on midterm exams may apply to drop one course.

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。

Those students 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. 達本學期修讀總學分之二分之一者，得減修至多 3 科。

Those students who fail half of their credits on midterm exams may apply to drop no more than three courses.

- ※ 減修後學分數不得低於規定之最低學分數(一至三年級為 12 學分，四、五年級及在職進修生為 9 學分)。

Total credits following the drop must still meet the minimum course load requirements (12 credits for 1<sup>st</sup> to 3<sup>rd</sup>-year students and 9 for 4<sup>th</sup>, 5<sup>th</sup>-year students and Work-experience Completion Program Students).

**二、申請時間：4 月 30 日上午 9 時至 5 月 4 日下午 4 時止。**

Application Period: 9:00 am on April 30<sup>th</sup> to 4:00 pm on May 4<sup>th</sup>, 2012.

**三、申請方式 Application Procedure**

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→按確定送出。

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 Query, select Post-midterm Course Withdrawal. Then check the course(s) to be dropped, and click on 'confirm' to submit the application.

2. 已申請減修之課程會以藍底顯示，若有錯誤可再次勾選後送出更正。

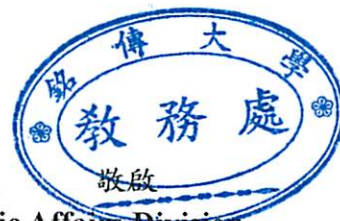
The dropped courses will be marked in blue. If there is any mistake, you can recheck the course(s) and resubmit the application for correction.

**四、申請減修審核結果訂 5 月 8 日公佈於學生資訊系統課表，屆時請自行上網查閱。**

The result of course drop will be posted on your course schedule in the Student Information System on May 8. Please check it online.

**五、若有疑問請洽詢台北註冊組（桃園教務組）。**

For further questions, please contact the Registrar's Section (Taoyuan Academic Affairs Section).



教務處

Academic Affairs Division

101 年 4 月 27 日

April 27, 2012