靜宜大學教務處　公告

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受文者：本校全體學生
發文日期：中華民國 115 年 11 月 23 日
發文字號：靜教綜字第 11500073 號
速別：普通件
密等及解密條件或保密期限：普通
附件：附件一-靜宜大學學生選課辦法，附件二-停修申請操作說明

主旨：115 學年度第 1 學期停修課程申請作業流程暨相關規定，請查照。
說明：
一、依據本校學生選課辦法(附件一)規定，學生(含他校至本校學生)於學習上因適應不良，得於每學期**第十二週**申請停修當學期所修習之科目(**限一科，且包含校際選課科目**)，逾期不予受理。
二、停修課程申請作業，一律採用**網路辦理**，作業流程：
登入 e 校園服務網→各類系統功能→教務→『**停修申請**』→填寫停修原因問卷調查→點選欲停修之科目→確認後點選送出→確認課程已完成申請(停修科目會註記「停修」)→作業完成。(附件二或至綜合業務組網頁→系統操作說明→『學生使用』查詢)
※停修科目一經確認送出後即無法更改，務請留意。
※完成停修申請後，系統不會寄發確認信件，請務必登入 e 校園服務網→各類系統功能→教務→『選課查詢』→查看個人課表，確認是否成功辦理停修作業。
三、停修作業申請期間：
1.系統開放時間：**115 年 11 月 30 日 8:00 起，至 115 年 12 月 6 日 23:59:59 止**。
2.申請辦理期間，系統全日開放，**逾期恕不受理**。
四、停修相關規定：詳見靜宜大學學生選課辦法(附件一或至綜合業務組網頁→章則辦法→『課務課程相關法規』查詢)。
1.**每生限停修一門科目(含校際選課科目)**：停修後本學期所修習之學分數，仍需符合學分下限之規定。
(1).學士班學生：一、二、三年級 15 學分；四年級 9 學分。
(2).進修學士班及外籍生：9 學分。
(3).延畢生、交換生及境外實習生：不得少於一門科目。
(4).碩、博士生：不得少於一門科目(含論文)。
(5).交換生修習上限則依各簽約協議內容，延畢生已修足畢業學分，尚欠缺其他畢業條件者不在此限。
2.停修科目不得要求退費，如學分費欠繳者，仍應繳清原有費用。
3.停修科目在歷年成績單上留下停修紀錄。
五、煩請各班導師協助轉知所屬導師班級學生週知，各學系秘書、國際暨兩岸事務處協助轉知外籍學生、陸籍學生、交換學生週知。

正本：本校全體學生
副本：教務處、綜合業務組、各學系主任及秘書、各班導師、國際暨兩岸事務處

教務長 林智傑

Providence University Office of Academic Affairs Announcement

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To: All enrolled students
Date: November 23, 2026
Ref. No.: Jing-Jiao-Jung-11500073
Priority: Regular
Classification: Regular
Attachments: 1. Providence University Regulations on Course Enrollment
2. Operation Instructions for Course Withdrawal Application

Subject: 2026-27AY 1st Semester Course Withdrawal Application Procedures and related regulations.
Descriptions:

1. In accordance with the *Regulations on Course Enrollment* (Attachment 1), students may apply for course withdrawal **(limited to one course, including cross-university elective courses)** in the **12th week** of the semester due to maladjustment in their studies. Late application shall not be processed.
2. The course withdrawal application is **processed online only**. The procedures are as follows:
   Visit the e-Campus service → All e-Campus service → Academic Affairs → "**Drop course system**" → Complete the Cause for Course Withdrawal Questionnaire → Select the course title to be withdrawn → Confirm → Send → Complete.
   (For operation instructions, refer to Attachment 2 or visit the homepage of Div. of R&C → operation instructions → Students.)
   ※ **Attention! Once the course withdrawn is confirmed, no further changes can be made.**
   ※ **After the application procedure is completed, the system will NOT mail the confirming letter automatically. Please go to e-Campus service → All e-Campus service → Academic Affairs → "Course Inquiry" to get the personal course enrollment list to confirm if the course was successfully withdrawn.**
3. Application time:
   (1). The system is open from **08:00 on November 30, 2026 to 23:59:59 on December 6, 2026.**
   (2). The system is 24 hours open during this period. **Late application shall not be processed.**
4. Related regulations on course withdrawal: Please refer to *PU Regulations on Course Enrollment* for details or visit homepage of Div. of R&C → Regulations → Curriculum.
   (1). **Each student can withdraw from one course per semester (including cross-university elective courses).** After course withdrawal, the credit hours taken for the current semester must meet the following regulations on minimum credit hours:
      a. Undergraduates (Freshmen, Sophomores, and Juniors): 15 hours; Seniors: 9 hours
      b. Undergraduate Programs in Extension Education: 9 hours
      c. Foreign students: 9 hours
      d. Students of deferred graduation, students in Master's and Doctoral programs, and exchange students: at least one course (Thesis and Dissertation included.)
      e. The upper limit of credits for exchange students is based on the exchange agreement signed with the partner institutions; students of deferred graduation who have completed all required credits yet still have other element(s) to fulfill the graduation criteria are not subject to the limit.
   (2). After the course withdrawal, there will not be refund for the credit fees paid. Those who didn't pay the credit fees would still need to make full payment on the outstanding fees.
   (3). The course withdrawn would still be shown on the current and all semesters' transcripts with a note of "Withdrawn".
5. The Class Advisors are requested to kindly convey the above information to the students under their supervision. The secretary of the respective academic departments and the Office of International and Cross-Strait Affairs are requested to kindly convey this announcement to the Foreign Students, Mainland China Students, and Exchange Students under their supervision.

Original: All Registered Students
Copy: Academic Departments (Institutes, Colleges); Offices; Centers; Class Advisors; Office of Academic Affairs; Div. of Registration and Curriculum; Office of International and Cross-Strait Affairs

Dean of Academic Affairs Chih-Chien Lin