

# 淡江大學學生期中退選實施要點

## TKU Guidelines for Student Withdrawal from a Class after the Midterm Exam

102.05.15 101學年度第2學期教務會議通過  
102.06.13 處秘法字第102000023號函公布  
105.05.06 104學年度第2學期教務會議修正通過  
105.05.19 處秘法字第105000009號函公布  
105.10.26 105學年度第1學期教務會議修正通過  
106.06.16 處秘法字第106000036號函公布  
107.05.23 106學年度第2學期教務會議修正通過  
107.06.08 處秘法字第107000020號函公布  
109.05.29 108學年度第2學期教務會議修正通過  
109.06.23 處秘法字第109000016號函公布  
Secretariat Regulation No.109000016 (06/23/2020)

- 一、考量學生於期中考試後因特殊情況，無法繼續修習課程，特訂定「淡江大學學生期中退選實施要點」，以下簡稱「本要點」。
  1. In consideration of students who after taking the midterm exam and due to special circumstances are unable to continue taking a class, "TKU Guidelines for Student Withdrawal from a Class after the Midterm" are formulated; hereafter abbreviated "these guidelines".
- 二、學生辦理期中退選課程，應於本校行事曆每學期第十三週，自行依公告開放實施時間，以網路退選，逾期不予受理。
  2. A student who wants to withdrawal from class after the midterm exam should follow the TKU academic calendar on the 13th week of each semester, by entering the university's official website to complete his/her withdrawal; any withdrawal application filed after the deadline will be unacceptable.
- 三、學生辦理期中退選課程，每學期以二科為限，退選科目仍須登記於該學期及歷年成績單，且於成績欄加註「停修」字樣，但不計入該學期所修學分總數。
  3. A student is allowed to drop two courses at most after the midterm exam of each semester. The dropped courses will be listed on the academic record hereafter with a note of "Study Suspension" but not included in the total credits of that semester.
- 四、各學制學生辦理期中退選課程後，當學期修習學分總數不得低於「學生選課規則」第六條每學期修習學分數應修最低學分數之規定。
  4. Students whose duration of study has been extended, master students, and doctoral students who withdraw from a class/classes after the midterm exam should still be registered for at least one class (including thesis) that semester. Freshmen, Sophomore, Juniors, and Seniors of the architecture department who withdraw from a class/classes after the midterm exam should still be registered for a total of at least twelve credit hours for the semester. Seniors and the fifth-year architecture department students who withdraw from a class/classes after the midterm exam should still be registered for at least nine credit hours for the semester.
- 五、學生依規定應繳交學分費（學分學雜費、電腦與網路使用費、語言實習費）之課程期中退選後，已繳交費用者不予退費，未繳交者仍應補繳。

5. Based upon regulations, students should still pay their credit fees (course tuition and miscellaneous fees, computer and internet use fees, language practice fees) for classes after midterm exam class withdrawal. Those who have already paid will not be refunded; those who have not yet paid should do so.

六、本要點經教務會議通過，報請校長核定後，自公布日實施；修正時亦同。

6. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.