

○○系已入學年級必修課程異動申請表（範例）

本系 102 學年度入學學生「微積分」課程，原為二上必修三學分。因應課程需要（請述明理由），擬調整為二上「微積分(一)」必修二學分、二下「微積分(二)」必修二學分；必修增加 1 學分，選修減少 1 學分，畢業學分數不變。本案業經○年○月○日系務會議通過（附會議紀錄），並經通告週知後，檢附全體同學簽名單及相關說明如後，提請申請異動。

○年○月○日申請

學號 Student ID	姓名 Name	已上(先)修 Course completed	已抵免 Credit transferred	學生簽名 Students' signature	備註 Remarks
A12345678	王小明				
A12345679	李小華	○			先前已修畢三學分，尚需補修微積分(二)，計承認五學分。
A12345680	陳小光		○		轉學生，之前已修畢四學分微積分，毋需補修。
A12345681	黃小乖				

上述異動，經系務會議通過並附該入學年度全體同學簽名，報請院課程規劃委員會、校課程規劃委員會會議討論。

系章戳：

○○系已入學年級必修課程異動申請表 (範例)

Application for Required Course Changes by Department of○○ (example)

本系 102 學年度入學學生「微積分」課程，原為二上必修三學分。因應課程需要（請述明理由），擬調整為二上「微積分(一)」必修二學分、二下「微積分(二)」必修二學分；必修增加 1 學分，選修減少 1 學分，畢業學分數不變。本案業經○年○月○日系務會議通過（附會議記錄），並經通告週知後，檢附全體同學簽名單及相關說明如後，提請申請異動。The course, Calculus, offered by the Department to students admitted in Academic Year 2013 was a required course with 3 credits offered in the first semester to sophomore students. Because of the course content (please specify the reasons), it is proposed to divided into a 2-credit required course “Calculus I” in the 1st semester and the another 2-credit required course “Calculus II” in the 2nd semester for sophomore students, adding one credit to require courses and deducting one credit from electives; the credits required for graduation remain the same. The proposal was adopted by the Departmental Affairs Council (meeting minutes attached) on ○/○/○ (Y/M/D) and announced to all students. We hereby submit the application for required course changes, attached with the signatures of all students and an explanation below.

○年○月○日申請 Apply on ○/○/○(year/month/date)

學號 Student No.	姓名 Name	已上(先)修 Course completed	已抵免 Credit transferred	學生簽名 Student's signature	備註 Remarks
A12345678	王小明				
A12345679	李小華	○			先前已修畢三學分，尚需補修微積分(二)，計承認五學分。The student has already got 3 credits, and he needs to take Calculus II; 5 credits will be recognized.
A12345680	陳小光		○		轉學生，之前已修畢四學分微積分，毋需補修。A transfer student who has completed calculus courses with 4 credits and does not need to take the course again.
A12345681	黃小乖				

上述異動，經系務會議通過並附該入學年度全體同學簽名，報請院課程規劃委員會、校課程規劃委員會會議討論。The application for changes mentioned above was approved by the Departmental Affairs Council. With an attachment of the signatures of all students admitted in the academic year, the application is hereby submitted to the Curriculum Committee of the College and the university-level Curriculum Committee for further discussion.

系章戳 Official seal of the Department: