

大同大學學生跨部修課申請表

Application Form of Taking Courses from Another Academic System
(日間學制學生申請適用 Applicable to Students of Day School)

一、基本資料 Student Information：

申請年度 Application Year	學年度第 _____ 學期 Semester of _____ Academic Year	系所 Department	
年級 Grade Level	<input type="checkbox"/> 學士班 BA <input type="checkbox"/> 碩士班 MA <input type="checkbox"/> 博士班 PhD _____ 年級 Year	學號 Student ID No	
聯絡電話 Contact No		學生姓名 Name	

二、申請跨部修課課程 Course Information：(若與其他課程衝突則該課程不予加選 Please note that if a course has a class time conflict with another course, this course will not be added.)

序號 No.	開課系(所) The department offers the course	科目代碼 Course Code	科目名稱 Course Title	必/選 Required/ Elective	學分 Credit(s)	授課教師簽章 Instructor's Signature
1						(請標記簽核日期 Please include a signature date)
2						(請標記簽核日期 Please include a signature date)

三、簽核流程 Application Process：

學生簽名 Student's Signature	序號 No.	學生就讀系(所)主任簽章 Department Chair's Signature	開課系(所)主任簽章 Signature of Chair of the Department Offers the Course
(請標記日期 Please include a signature date)	1	<input type="checkbox"/> 計入 Approve <input type="checkbox"/> 不計入 Do not approve 畢業學分 the credit(s) to be recognized as required credits for graduation. (請標記簽核日期 Please include a signature Date)	(請標記簽核日期 Please include a signature date)
	2	<input type="checkbox"/> 計入 Approve <input type="checkbox"/> 不計入 Do not approve 畢業學分 the credit(s) to be recognized as required credits for graduation. (請標記簽核日期 Please include a signature Date)	(請標記簽核日期 Please include a signature date)

說明 Notes：

- 本表僅適用於日間學制學生申請跨部修在職專班課程，申請表須經授課教師、就讀系所及開課系所主任同意後，於當學期期初加退選期間送課務組辦理加選，逾期將不予受理，請同學多加留意。
This form is only applicable to students of day school to apply for taking courses of in-service education program. The application form is needed the agreement of instructor, department chair, and chair of department offers the course. This form should be sent to Course Affairs Group to add to the roll of courses during the period of course adding/dropping. Please notice that overdue will not be accepted.
- 日間學制學生及碩士在職專班學生跨部選修，每學期以 2 科為限。採全額學費收費者，不另收學分費；依修習學分數繳交學雜學分費者，應依其原學制適用之學分費收費標準收費。
Students of day school and students of in-service education program of graduate school who apply to taking courses from another academic system is limited for only 2 courses per semester. For those who paid full tuition, credit fees will not be charged. For people who paid tuition and incidental fees and credit fees according to the number of credits, it should be charged according to the original charging standard of credit fees.