

## 淡江大學學生替代科目申請表

- 一、本申請表簽核後由註冊課務發展中心承辦人通知學生申請結果。
- 二、替代科目經核准為必修科目後，該科目即為必修，不再作為選修學分數計算，申請者計算『本系選修學分數』時，務必扣除該科目之學分數。
- 三、因缺必修科目（社團學習與實作、體育、全民國防教育軍事訓練、護理等課程除外）而影響畢業資格者，經該科目任課教師、系、所、學位學程主管、教務長核准後始得承認科目，**以一科為限**。

申請學生填寫	系組	學系			組		學號						
	年級	年級			班		姓名						
	聯絡電話	(H)					申請日期		年 月 日				
		(手機)											
		替代科目					本系必修科目						
	修課學年	科目名稱		科目代號		學期序	學分	科目名稱		科目代號		學期序	學分
	學期												
替代原因													
本系必修科目任課教師意見	<input type="checkbox"/> 同意替代 <input type="checkbox"/> 不同意替代 <div style="text-align: right; margin-top: 10px;">簽章：</div>												
系主任簽核欄	<div style="text-align: right; margin-top: 10px;">簽章：</div>												
教務處簽核欄	承辦人												
	複核												
	單位主管												
	教務長												

\*依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。

表單編號：ATRX-Q03-001-FM025-09

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# Tamkang University Student Substitute Course Application Form

1. After this application form is signed and approved, staff at the Center for Registration and Curriculum Development will notify the student of the application result.
2. When the substitute courses is approved as a compulsory course, the credits will no longer counted as elective credits.
3. Students who are unable to meet graduation requirements due to a deficiency in compulsory courses (excluding courses such as Learning and Practice of Clubs, Physical Education, All-out Defense Education Military Training, and Nursing) may take a substitute course, subject to approval by the course instructor, the chair of the department, graduate institute, or degree program, and the Dean of Academic Affairs. **Only one substitute course may be permitted.**

<b>For Student</b>									
<b>Department</b>					<b>Student No.</b>				
					<b>Name</b>				
Mobile					Application date	(YYY/MM/DD)			
<b>Substitute Courses</b>					<b>Compulsory Course</b>				
<b>Year &amp; Semester</b>	<b>Course Title</b>	<b>Course Number</b>	<b>Section</b>	<b>Credits</b>	<b>Course Title</b>	<b>Course Number</b>	<b>Section</b>	<b>Credits</b>	
<b>Reason</b>									
<b>Course Instructor</b> <small>(Your Dept.)</small>	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove				Signature :				
<b>Dept. Chairman</b>	Signature :								
<b>For Office of Academic Affairs</b>									
Person in Charge									
Second Review									
Director									
Dean of Academic Affairs									

\* In accordance with personal data management regulations of university, personal data collected in this form is used solely for academic affairs and will be destroyed after the retention period expires.