

銘傳大學學務處考試假申請核准單

批號 (No.) : _____

MCU Student Affairs Division Leave Application for Exams

原班級代號 : _____
(Class No.)

學號 : _____
(Student I.D.)

學生姓名 : _____
(Name)

請假期間自 _____ 月 _____ 日 _____ 節 至 _____ 月 _____ 日 _____ 節
(Leave from) (mo) (day) (period to) (mo) (day) (period)

請假別 : _____
(Type of Leave)

考試別 : _____
(Type of Exam)

上網預選序號 On-line Assigned Serial No.	選課班級代號 Selected Class Section No.	科目代號 Course No.	科 目 名 稱 Course	批 示 Approval	
				轉簽意見 Comments	
請假事由 Reason for Leave					
簽章 : (家長、教官、導師、系主任其中任一即可) Signature: (A signature is required from one of the following: parent, class advisor, military training office or department director.)					

備註：須於考試後二日內，上網辦理考試請假登記並列印考試假申請核准單，檢附相關證明文件或因病者須附我政府核定醫療機構之診斷證明書，送至學務處生輔組（桃園校區學務組）審核後，專案簽請校長核准。

NOTE: Students need to download and fill in this "Leave Application for Exams" form. Then turn in the completed for together with the related documents (doctor's certificate is required for sick leave application) to the Student Advising Section of the Student Affairs Division (or Student Affairs Section on the Taoyuan Campus) for approval within two days after the missed exam.

請假別：病假、公假、喪假、產假、住院假（事假一律不准）

Type of Leave: sick, official, compassionate, maternity, hospitalization (Personal Leave not allowed.)

考試別：(1) 期中考 (2) 期末考

Type of Exam: (1) Midterm (2) Final

* 聯絡電話 (Contact Phone No.) _____