

臺北基督學院學生課業請假單
Christ's College Taipei Academic Leave Request Form

學年 學期		填表日期: 年 月 日	
AY <input type="checkbox"/> Fall semester <input type="checkbox"/> Spring semester		Date of Application:	
姓名 Name		學號 Student ID	班級 Class
假別 <input type="checkbox"/> 事假 Personal Leave <input type="checkbox"/> 病假 Sickness Leave <input type="checkbox"/> 公假 Official Leave <input type="checkbox"/> 產假 Maternity leave <input type="checkbox"/> 身心調適假 Mental and Physical Wellness Leave <input type="checkbox"/> 婚喪假 Marriage or Bereavement Leave <input type="checkbox"/> 生理假 Menstrual leave		佐證文件說明 Document/Description	
自 年 月 日 時 分 到 年 月 日 時 分 From time, MM/DD/YY to time, MM/DD/YY			
科目 Course Name	任課老師簽核 Teacher signature	科目 Course Name	任課老師簽核 Teacher signature
請假須於請假日起二週內由本人辦理。依據「臺北基督學院學生課業請假辦法」辦理 Leave requests must be submitted in person within two weeks of the start date. According to the regulations of CCT Academic Leave Request 請假超過一週(含) 需經系主任存查。考試週請假，需經系主任及教務長簽核。 Leave of absence for one week or longer must be approved by the CLAD chair. Leave of absence during exam week must be approved by both the CLAD chair and the dean of academic affairs.			
系主任簽核 Signature of CLAD chair		教務長簽核 Signature of dean of academic affairs	