**學務處學生申訴案件紀錄表**

申訴日期： 年 月 日

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 受理人 | | 單位主管 | | | | 批示 | | |
|  | |  | | | |  | | |
| 申請人姓名 |  | | | | 系級/身份 |  | | |
| 學號 |  | | | | 聯絡電話 |  | | |
| e-mail |  | | | | 申訴事項 |  | | |
| 受理人 |  | | 受理單位 |  | | | 會辦單位 |  |
| 申訴內容 |  | | | | | | | |
| 處理情形 |  | | | | | | | |
| 回覆內容 |  | | | | | | | |
| 是否需後續追蹤 | □ 不需要 □ 需要，說明： | | | | | | | |
| 會辦意見 |  | | | | | | | |