

國立臺北科技大學_低修申請表 (Course Underload Request Form)

學年度(Academic Year) _____ 學期(Semester) _____ 日期(Date)： _____ 月 _____ 日 (mm/dd)

【基本資料】

學號 Student No.		姓名 Name		本學期預計修 習學分數 Intended credit amount
班級 Class		聯絡電話 Contact No.		

【申請規定】

申請條件 (請勾選) Requirement (Please choose 1 from the 3 options.)	<input type="checkbox"/> 已修滿 畢業規定應修科目與學分數，並登錄英文畢業門檻 (請檢具歷年成績單) Graduation requirements successfully fulfilled, please attach transcripts of all years. <input type="checkbox"/> 計算至本學期止， 可修畢 畢業規定應修科目與學分數(含校外實習及英文畢業門檻) The student is able to complete all courses and credits as required during this semester. (Internship and English Proficiency for graduation included) <input type="checkbox"/> 個人特殊情況，請附報告書，並檢具完整證明。 Students who have Special circumstances, please specify and attach documents for reference.
備註 Note	<p>1. 大一至大三：學生遇有特殊情況，每學期得減修 3~6 學分，但仍應至少修習 9 學分。 1st year to 3rd year students whose special requests have been approved should still take at least 9 credits in each semester.</p> <p>2. 大四：學生遇有特殊情況或已修滿畢業規定應修科目與學分數，仍應至少修習 1 門課程。 4th year students whose special requests have been approved or who have fulfilled all the graduation requirements should take at least 1 course in each semester.</p> <p>3. 本表格於【當學期加退選截止日前】繳交至教務處。 The request form should be signed and submitted to Office of Academic Affairs by the deadline of Course Add/Drop in each semester.</p> <p>4. 申請低修通過者，不得再申請期中撤選。 Students whose course underload request has been approved should not withdraw any courses during this semester.</p> <p>5. 若有未盡事宜，依相關規定辦理。 The University's Academic Policies should apply if there is anything not regulated by the note.</p>

【簽核流程】

1 導師簽名 Advisor's Signature	2 系(班)初審核章 Department Clerk's Signature	3 系(班)主任核章 Dept. Chairperson's Signature	4 註冊組審核 Approval of Registration Div.	5 教務長核章 Approval of Dean of Academic Affairs