**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】

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| 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】

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| --- | --- |
| 申請條件(請勾選)Requirement(Please choose 1 from the 3 options.) | □ **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.□ 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)■ 個人特殊情況：**因應新型冠狀病毒肺炎疫情申請本校安心就學措施**Students have Special circumstances. |
| 備註Note | 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.1. 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.1. 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. 1. 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.1. 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. |

【簽核流程】

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| 1導師簽名Advisor’s Signature | 2系(班)初審核章Department Clerk’sSignature  | 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 |
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