**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’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 |
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