**國立臺北科技大學**

**大學部、五專部低修申請表**

**(****Course Underload Request Form)** 112.08.08

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

**壹、申請學生資料**

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| 班級  Class |  | 學號  Student No. |  | 姓名  Name |  |  |
| 聯絡電話  Contact No. |  | E-mail |  | | | |

**貳、申請規定**

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| 1. 符合本校學生選課辦法第2條第7項。  （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。  Freshmen, sophomores, and junior students：If there are special circumstances, students can reduce the number of credits by three to six per semester,but must enroll in at least 9 credits.  （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。  Students in their fourth year of college：If there are special circumstances or have completed the number of subjects and credits required for graduation stipulated by their respective departments shall still take at least one course per semester.  2. 符合本校專科部學生選課辦法第2條第1項第4、5款規定。  （1）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。  If there are special circumstances, students can reduce the number of credits by three to six per semester,but must enroll in at least 9 credits.  （2）專五：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。  Junior college students in their fifth year：If there are special circumstances or who have fulfilled all the graduation requirements should take at least 1 course in each semester.  3. 本表須於【**當學期加退選截止日前**】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.  4. **申請低修通過者，請依規定時間辦理退選並以加退選結束後之選課結果為準，不得再申請期中撤選。**  Students whose course underload request has been approved ,please complete the dropping courses process and based on the result of course selection at the end of the add and drop courses selection time ,should not withdraw any courses during this semester.  5. 若有其他未盡事宜，依本校相關規定辦理。  The University’s Academic Policies should apply if there is anything not regulated by the note.  **【以上申請規定本人已詳閱完畢並同意遵守】學生簽名\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**參、審核流程及單位**

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| **申請條件**  (請擇一  勾選)  Requirement  (Please choose 1 from the 3 options.) | □1.**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. | | | | |
| □2.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)  (請檢具歷年成績單)  The student is able to complete all courses and credits as required during this semester. (Internship and English Proficiency for graduation included) | | | | |
| □3.**個人特殊情況（如個人重大傷病…等）**，請附報告書，並檢具完整證明。  Students who have Special circumstances, （like major personal illness, etc）,please specify and attach documents for reference. | | | ●導師核章  Advisor’s Signature |  |
| **註：勾選申請條件3.「個人特殊情況」，須經導師簽核後始得申請。** | | | | |
| ①系、科(班)核章  Department Clerk’s  Signature | | ②系、科(班)主任核章  Dept. Chairperson’s  Signature | ③註冊組核章  Approval of  Registration Div. | | ④教務長核章  Approval of Dean of Academic Affairs |
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