

國立中山大學學士班減修學分申請表

Credit Underload Application Form

姓名 Name of Applicant		學號 Student ID No.	
學系 Department		年級 Grade	
聯絡電話 Cell Phone		Email	
申請學年期 Academic year/semester	_____學年 <input type="checkbox"/> 第 1 學期 <input type="checkbox"/> 第 2 學期 Academic year _____ <input type="checkbox"/> 1st semester <input type="checkbox"/> 2nd semester		
申請本學期修習總學分數：_____學分 Total No. of Credits for this semester: _____ credits.			
請述明申請減修原因：(本欄若不敷填寫，可繼續書寫於本申請表背面，或 A4 另寫) Reason for credit underload:			
申請學生 (簽章) Signature of Student	導師 (簽章) Signature of Advisor/ Faculty mentor	學生所屬系所主管 (簽章) Signature of Department Head of the Student	

注意事項 (Notice) :

- 依據學則第 11 條：學士班學生每學期所選學分數，第一學年至第三學年每學期不得少於 15 學分；第四學年每學期不得少於 9 學分。學生若因情況特殊，經所屬院系主管核可者，得於當學期減修一至二科目。
- 每學期申請減修至多以 6 學分為限，並請於選課異常處理階段截止日前，完成核章後送交教務處註冊課務組辦理。
- 已申請減修學生，修習學分數已低於學則規定下限者，不得辦理棄選。

- The 1st, 2nd and 3rd years of undergraduate students are required to take at least 15 credits worth of courses per semester; whereas the requirement for 4th year students is 9 credits per semester. Special exception may apply with prior approval from the Head of Department to request credit reduction on a maximum of 2 subjects (six credits).
- The maximum credit reduction for each semester is six. Please complete the form and submitted to the Registration and Curriculum Division before the deadline of Exceptional Circumstances Stage.
- If students have applied credit underload and the total credits have be below the minimum credit requirement, the application for course withdrawal will not be accepted.