

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。

1. 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).

2. The maximum credit reduction for each semester is six. Please complete the form and submitted to the Curriculum Division before the deadline of Exceptional Circumstances Stage.

3. 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.