

國立暨南國際大學學士班減修學分申請表

National Chi Nan University Undergraduate Credit Reduction Application Form

姓名 Name		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"/> 1 st semester <input type="checkbox"/> 2 nd semester		
申請本學期修習總學分數：_____學分 Application for Total Credits of the Current 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 credits reduction: (If the space provided is insufficient, please continue on the back of this application form or on a separate A4 sheet.)			
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 Chair

注意事項(Notice)：

1. 依據學則第 15 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 12 學分；第四學年每學至少應修習一個科目。學生若因情況特殊，經系(學位學程)主任核可者，得於當學期減修一至二科目。

1. Based on Article 15 of the Academic Regulations: Undergraduate students must enroll in a minimum of 12 credits per semester from the first through the third academic year. Students in their fourth academic year must enroll in at least one course per semester. Students with exceptional circumstances who receive approval from their department (or degree program) director may reduce their course load by one or two courses in that semester.

2. 每學期申請減修至多以二科為限，並請於人工加退選截止日前，完成核章後送交教務處註冊課務組辦理。

2. The maximum number of courses that can be reduced per semester is two (2). This application must be completed, signed by all required parties, and submitted to the Academic Affairs Division, Registrar and Curriculum Section before the deadline for manual course add/drop.

3. 已申請減修學生，修習學分數已低於學則規定下限者，不得辦理停修。

3. Students who have already been approved for a course load reduction and whose total enrolled credits are below the minimum requirement set by the Academic Regulations are not permitted to apply for course withdrawal during that semester.