

南臺科技大學 大學部/五專部 減修學分申請書

Southern Taiwan University of Science and Technology

Undergraduate/Five-Year Junior College Program Credit Reduction Application Form

申請日期(Date) : / /

學 制 Program	班 級 Class	學 號 Student ID	姓 名 Name (學生本人親簽) (Student's Signature)	聯絡電話 Phone Number

減修原因 Reason for Credit Reduction

已修滿畢業必修科目與學分數。

All required courses and credits for graduation have been completed.

本學期尚缺____學分，則可修滿畢業必修科目與學分數。

This semester, I am short of ____ credits to complete all required courses and credits for graduation.

特殊原因：

Special reason:

本學期減修後學分數： 學分，減修後科目數： 門

Number of credits after reduction this semester: _____ credits

Number of courses after reduction: _____ courses

注意事項(Notes)：

1. 學生選課要點第 5 點之每學期學分數下限規範：

According to Course Selection Guidelines, Item 5 regarding the minimum credit load per semester:

(1) 大學部日間部大一至大三每學期至少應修 16 學分，大四至少應修 9 學分。

For daytime undergraduate students: Years 1-3: at least 16 credits per semester. Year 4: at least 9 credits per semester.

(2) 大學部進修部大一至大三每學期至少應修 9 學分，大四至少應修 2 學分。

For students in the continuing education program: Years 1-3: at least 9 credits per semester. Year 4: at least 2 credits per semester.

(3) 專科部專一至專三每學期至少應修 20 學分，專四至專五至少 12 學分。

For the junior college program: Years 1-3: at least 20 credits per semester. Years 4-5: at least 12 credits per semester.

2. 學生遇有特殊情況或已修滿畢業應修科目與學分數，經系(學位學程)主任同意後，每學期得減修學分，惟應至少修習一門課程。

Students who encounter special circumstances, or who have completed all required courses and credits for graduation may apply to reduce their semester credit load with approval from the department (or degree program) chairperson; however, at least one course must still be taken.

3. 請於每學期加退選之前完成申請。Please complete the application before the course add/drop period begins each semester.

辦理程序(簽章並押日期) Procedure (Signatures and **Date Stamps**)：

1. 系主任審查同意 Department Chair：

2. 教務單位 Academic Affairs Units

教務處註冊組 Registration Division (L103/S101)：

教務處課教組 Curriculum Division (L105/S101)：