

# 國立臺北大學 減修申請表

## National Taipei University Application Form for Credit Underload Request

### 一、學生基本資料 Basic Information

(113.5月修正版；113學年度起適用)

|                          |  |                      |                           |
|--------------------------|--|----------------------|---------------------------|
| 減修學期<br>semester         | _____學年度 Academic year<br>第__學期 Semester   | 申請日期<br>Date         | _____年__月__日 (yyyy-mm-dd) |
| 姓名<br>Name               |  | 學號<br>Student Number |                           |
| 系所年級<br>Department/Grade |  | 連絡電話<br>Phone Number |                           |
| 其他學籍身份<br>Other Status   | <input type="checkbox"/> 無 none<br><input type="checkbox"/> 雙主修 Double Major<br><input type="checkbox"/> 輔系 Minor<br>(系所: _____) | 電子郵件<br>Email        |                           |

### 二、申請減修事由 Reasons for Credit Underload Request

**【法源依據】** 依學生選課辦法第3條第5項規定：「學生若因下列特殊情況，經系主任核可者，得於當學期減修學分，至多以減少四學分為限；經教務長或進修暨推廣部部主任核准者，不受最低應修學分數限制，惟至少應修習一個科目。」

According to Article 2.5 of the “National Taipei University Regulations for Course Selection,” Students may reduce course credit in a maximum of 4 credits in the current semester with approval of the department director, due to the following special circumstances. Students who obtain approval from the Dean of Academic Affairs Office or the Director of the Extension Education Center may be exempt from the minimum credit requirement. However, they still need to enroll in at least one course.

(1) 第一學期休學。Students approved for a suspension of studies in the first semester. (2) 上學期學業不及格且未達40分科目過多，致無法繼續修習下學期之課程。Students failed to meet the academic requirements in the previous semester with scores under 40 in multiple subjects, leading to their inability to continue with courses in the upcoming semester. (3) 身體健康因素。Due to physical health reasons. (4) 因課程抵免，無法修習其他課程者。Students who are unable to take other courses, due to course exemptions. (5) 應屆畢業生（不含延長修業年限者）上、下學期各修習不足九學分即可符合畢業資格者。Graduating students (excluding those who extend their years of study) who can fulfill the graduation requirements by taking fewer than nine credits in both the first and second semesters. (6) 其他特殊事由。Other Special Circumstances.

**【申請期限】** (欲申請減修之學期)校訂行事曆[開學日起 ~ 加退選截止前]。Please complete the application process **from the first day of the semester academic calendar until the add/drop deadline.**

**【申請流程】**

- 依據上述第(1)~(4)點及第(6)點事由，欲申請減修4學分(含)以下者，請填妥本表→學生所屬系所審核→課務組(行政大樓三樓教務處)/進修教育組課務(教學大樓一樓)收件。  
In accordance with the reasons outlined in points 1 to 4 and 6 above, individuals seeking to apply for a reduction of 4 credits or fewer are requested to complete the application form. The form must be reviewed by the student's respective department and submitted to the Curriculum Section of the Academic Affairs Office (located on the 3rd floor of the Administrative Building) or to the Degree Program Section (located on the 1st floor of the Teaching Building).
- 欲申請減修超過4學分(惟至少應修習一個科目)者，請另外填寫學生報告書→學生所屬系所審核→課務組(行政大樓三樓教務處)/進修教育組課務(教學大樓一樓)→教務長/進修暨推廣部部主任。  
Students intending to request a reduction exceeding 4 credits (with the requirement of completing at least one course) are required to complete an additional **Student Report Form**. The form must be reviewed by the student respective department and submitted to the Curriculum Section of the Academic Affairs Office (located on the 3rd floor of the Administrative Building) or to the Degree Program Section (located on the 1st floor of the Teaching Building). Finally, the application form should be forwarded to the Dean of Academic Affairs Office or the Director of Extension Education Center.

減修4學分(含)以下之減修事由 (請同學務必擇一勾選符合之事由)  
Reasons for Requesting 4 Credits Underload (Please select one reason that applies.)

|   |   |
|---|---|
| <input type="checkbox"/> 1.第一學期休學。<br>Students approved for a suspension of studies in the first semester.<br><input type="checkbox"/> 2.上學期學業不及格且未達40分科目過多，致無法繼續修習下學期之課程。<br>Students failed to meet the academic requirements in the previous semester with scores under 40 in multiple subjects, leading to their inability to continue with courses in the upcoming semester.<br><input type="checkbox"/> 3.身體健康因素。<br>Due to physical health reasons. (請務必檢附診斷證明書) Please attach the diagnostic certificate.<br><input type="checkbox"/> 4.因課程抵免，無法修習其他課程者。<br>Students who are unable to take other courses, due to course exemptions. (請務必檢附抵免證明；另本款條文中「無法修習」係指申請減修之學期，校內開課不足致使無其他課程可供學生修習。) Please ensure that the exemption certificate is attached. Furthermore, in this provision, "unable to take other courses" refers to the semester for which the credit reduction is requested, where a lack of available university courses precludes students from taking additional classes.<br>5.應屆畢業生(不含延長修業年限者)上、下學期各修習不足九學分即可符合畢業資格者。<br>Graduating students (excluding those who extend their years of study) who can fulfill the graduation requirements by taking fewer than nine credits in both the first and second semesters. (符合本事由之大四生請透過學生資訊系統之「減修申請」系統申請，免填本表)Senior students who qualify under this provision should apply the credit underload request through the Credit Reduction Application system on the Student Information system, and they are exempt from completing this form. | <input type="checkbox"/> 6.其他特殊事由。Other Special Circumstances. (請敘明如下:)<br>Please provide the reason below: |
|---|---|

### 三、審查程序 Approval Procedure

| ①所屬系所承辦人<br>Contact person of the Student's Department.   | ②所屬系所主任<br>Dean of the Student's Department.   |
|---|--|
| <input type="checkbox"/> 初核學生確實符合減修事由。The initial review confirms that student meets the criteria for credit reduction.<br><input type="checkbox"/> 初核檢附證明文件(符合事由3.4.者)The initial review confirms that the attached documents meet the criteria 3 and 4. | <input type="checkbox"/> 同意減修_____學分(經系主任核可者，得於當學期減修學分，至多以減少四學分為限)。Agree to reduce _____ credits (having obtained approval from the dean of the respective department, the student may reduce credits for the current semester, with a maximum reduction of 4 credits).<br><input type="checkbox"/> 不同意。Disagree |

### 四、繳交至課務組/進修教育組課務 Submit to the Curriculum Section

課務組/進修教育組課務 收件日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

Application acceptance date of Curriculum Section/Continuing Education Division: (yyyy-mm-dd)