

國立成功大學 超(減)修學分申請表

National Cheng Kung University Courses Overload or Underload Request Form

系所名稱 Department/Graduate Institute		學年學期 Academic semester/year	學年 學期 Academic Year _____ Fall / Spring		
姓名 Name of Applicant		申請日期 Date of application	年 yyyy	月 mm	日 dd
學號 Student ID No.		年級 grade/year		班 Class	
原因(可複選): <input type="checkbox"/> 轉系 <input type="checkbox"/> 轉學 <input type="checkbox"/> 雙主修 <input type="checkbox"/> 輔系 <input type="checkbox"/> 雙聯學制 <input type="checkbox"/> 教育學程 <input type="checkbox"/> 超修彈性(密集)課程(本表僅處理超修, 退(棄)選請自行撰寫選課報告書至開課單位辦理) Reason(multiple choice): <input type="checkbox"/> Interdepartmental Transfer <input type="checkbox"/> Intercollegiate Transfer <input type="checkbox"/> Double Major <input type="checkbox"/> Minor Study <input type="checkbox"/> Dual Degree <input type="checkbox"/> Education Program <input type="checkbox"/> Add Flexible Intensive Courses <input type="checkbox"/> 其他特殊情況 Others: _____					
本學期已選修學分:			預超(減)修學分:		
加/棄/退選 Add/Drop/Withdraw	選課序號 Course No.	科目名稱 Course Title	學分 Credit	①加選授課教師同意選課簽章 (或檢附已簽章之選課加簽單) Signature of Instructor	
<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> W					
<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> W					
<input type="checkbox"/> A <input type="checkbox"/> D <input type="checkbox"/> W					
②學生之系所主管 (請簽註文字意見) Department Chair		③開課單位 Department offering the course		④註冊組 Registrar's Division	⑤教務長 Vice President of Academic Affairs
		<input type="checkbox"/> 確認教室最大容量尚可容納 Maximum classroom capacity confirmation			
注 意 事 項 notice					
1. 學生因故須超(減)修學分數高(低)於本校「學生選課辦法」第三條規定者(低於9學分或高於25學分), 請於初選結束後至選課公告第三階段選課截止日前, 填妥本申請表並附上歷年成績單一份, 依申請程序完成簽章核准後, 至註冊組辦理。 Students who need to take courses over/under the required number of credits for the reason above should fill out this form and run through all the procedure with a copy of transcript after the deadline of preliminary course enrollment and before the deadline of third stage course enrollment.					
2. 彈性密集課程超修申請程序完成後, 學生至註冊組辦理。 After completing the application for "Flexible Intensive Courses" overload request, students are to proceed to Registrar's office for further processing.					
3. 超修或減修學分至多以六學分為限, 但至少應修習一科目。 Students may apply for adding or dropping a maximum of 6 credits, but enroll with a minimum of one course.					
4. 逾第三階段選課期限至退選截止前, 減修以退選方式辦理。 After the end of the 3rd stage of course enrollment and before the deadline of course withdrawal, students are only allowed to withdraw courses if they want to request for courses underload.					
5. 減修申請程序僅須完成②④⑤步驟。 Only step ②④⑤ need to be completed for Underload Request procedure.					