



超修減修學分申請表

Application Form for Credit Overload/Reduce

※於正常修業期間，四技生累計可修習學分至少 170~200 學分。不符超修資格仍申請超修者，系所主管及教務處是否核准超修學分，需視個別學生提出的原因及歷年學習狀況而定。

According to the school's academic regulations, students must take at least 170~200 credit hours of courses for the school years of their study. The one who apply for overload credits hours of courses without qualification, the department and Academic Affairs Office must seriously assess regarding students' applying reasons and study situation in previous years.

※彈性處理原則為：申請學生為轉系、轉學生、輔系或雙主修，非學習狀況不佳致取得學分數過少，且有延畢之虞者，於四年級修習學分最多核可至 30 學分為上限。(依畢業學分超過 128 學分 17 學分之系再加上超修 3 學分辦理)。

The department transfers, school transfers, minor or double major students, or the ones at bad learning condition with fewer credits, or the ones who will postpone graduate, can apply for credit overload for mostly 30 credit hours in their fourth school year.

申請日期 (Application Date)	____年(year)____月(month)____日(day)	申請學期 (Semester)	____學年度第____學期 ____academic year ____semester
就讀系所 (Department)		連絡電話 (Phone)	
學號 (Student ID)		姓名 (Name)	
申請內容 (Application)	<input type="checkbox"/> 超修(Credit Overload) 申請(Apply for) <input type="checkbox"/> 減修(Credit Reduce) _____學分(Credit hours) , 修習總學分為 _____學分(Cumulative Credit) 。		
申請原因 (Reasons)			

備註：一、各學制修習學分上下限標準 (The standard credits in each school year of various school systems)

學制	第一學年	第二學年	第三學年	第四學年	延修
四技日間部	12 ~ 25	12 ~ 25	12 ~ 25	6 ~ 25	1 ~ 25
四技進修部	12 ~ 23	12 ~ 23	12 ~ 23	6 ~ 23	1 ~ 25
二技進修部	10 ~ 20	10 ~ 20	-	-	1 ~ 20
研究所	6 ~ 13	2 ~ 13	2 ~ 13	-	1 ~ 13

畢業學分數超過 128 學分 8 至 16 學分之系，每學期修習學分數上限可增加 1 學分，超過 17 學分以上者，每學期選修學分上限增加 2 學分。

As 128 credit hours of the graduation requirements: over 8-16 credit hours, can overload mostly 1 credit every semester; over 17 credit hours, can overload mostly 2 credits every semester.

二、欲超修學分數者須符合以下條件之一並經核可至多加 3 學分：(Below listed conditions can overload mostly 3 credit hours)

1.前一學期平均成績須達 70 分(碩士班須達 80 分)或成績達該系該年級前 50%。無棄選記錄及無成績不及格科目。

Average score in previous semester must reach 70 (graduates must reach 80) or reach top 50% of the grade, and no course withdraw or fail record.

2.前一學期成績有一科目不及格，但無棄選記錄，且平均成績達 85 分以上或成績達該系該年級前 20%者得提出申請。

One subject failed in previous semester, but there is no any course withdraw record. And the average score reach above 85 or reach top 20% of the grade.

三、減修之申請資格：因抵免學分、已修足(將修足)應修科目及學分或個人修課規劃而低於規定之學分下限，經系主任及教務處核可者。

The one who has already satisfy all subjects or credits by waiving credits, or takes fewer credits than lower limit according to personal study plan, can apply for reducing credits with dept. chair and Office of Academic Affairs' permission.

四、超修減修申請核可後同學需自行於「加退選」期間上網加退選。

Once this application is approved, please add or drop the courses online by yourself during the Add-or-Drop Course Selection Period.

申請人簽名 (Student's Signature)	系所主任核可 (Dept. Chair)	教務處教務組 (Academic Affairs section)
	應避免學生能力不足卻修太多學分或有能力卻故意選太少學分等偏差。	