

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 月 日 yyyy mm 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"/> 雙聯學制 <input type="checkbox"/> 超修彈性密集課程(彈性密集退/棄選請自行至選課系統線上操作或至開課單位辦理) Reason (multiple choice): <input type="checkbox"/> Interdepartmental Transfer <input type="checkbox"/> Intercollegiate Transfer <input type="checkbox"/> Dual Degree <input type="checkbox"/> Add Flexible Intensive Courses <input type="checkbox"/> 其他原因 Others: _____ <input type="checkbox"/> 94 年次以後學士班學生通過當學期就學期間服役彈性修業申請(符合就學役男條件)			
本學期已選修學分:		申請 <input type="checkbox"/> 超修、 <input type="checkbox"/> 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
<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"/> 確認教室容量尚可容納 Maximum classroom capacity confirmation	
注 意 事 項 notice			
1. 此表適用非線上加簽期間或彈性密集課程申請，核章程序完成後，學生至註冊組辦理。 This form is only applicable during periods other than the "online course addition" period and for "Flexible Intensive Courses". After completing the approval process, students should submit this form to the Registrar's Division for further processing.			
2. 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)，附上歷年成績單一份，於選課公告第3階段特殊因素系辦選課截止前，交付註冊組辦理。 Students who need to take courses over/under the required number of credits (less than 9 credits or more than 25 credits) for the reason above should print out the application form and run through all the procedures with a copy of transcript before the deadline of the 3 rd stage of online course enrollment (Department/Institute/Program Office Course Enrollment Under Special Circumstances).			
3. 超修或減修至多以六學分為原則。(學士班學生通過當學期就學期間服役彈性修業申請不受此限) Students may apply for adding or dropping a maximum of 6 credits.			
4. 逾第3階段棄選截止期限至退選截止前，減修以退選方式辦理。 After the end of dropping courses in the 3 rd stage of online course enrollment and before the deadline for course withdrawal, students who need to take courses below 9 credits are only allowed to withdraw.			
5. 減修申請程序僅須完成②④⑤步驟。 Only steps ②④⑤ need to be completed for the Underload Request procedure.			

提醒：因線上加簽審核通過而超修者，請於線上加簽系統列印超修申請單。