

國立清華大學 \_\_\_\_\_ 學年度第 \_\_\_\_\_ 學期 **低修申請表 Underload Application**

受理：第 1 次選課開始 ~ 至加退選截止 (停修期間為停修截止日)

Submission Deadline: The last day of Add-or-Drop Selection or Course Withdrawal

流程：表格 → 導師(Advisor) → 系(班)主任(Chair) → 系(班)辦公室 Dept. Office → 學生確認 confirm 選課系統/各階段選課情形查詢標示 **《低修申請已核可》**

學號 Student ID \_\_\_\_\_ 姓名 Name \_\_\_\_\_

電話 Mobile \_\_\_\_\_ 系(班) Major \_\_\_\_\_

年級  大一 freshman  大二 sophomore  大三 junior  大四 senior

請檢附下列資料供導師系主任參酌 Please attach one copy of your transcript and course selection results for reference.

① 歷年成績單：自校務資訊系統->成績查詢 列印

② 本學期修課清單：自校務資訊系統->選課情形查詢 列印

擬修習學分數 Intended credit amount：\_\_\_\_\_ 學分

申請低修原因 Reason for Underload Application

學生簽名 Signature: \_\_\_\_\_ **申請時請自行預留教師核可時間**

大一至大三每學期至少應修 16 學分，大四至少應修 9 學分，因特殊原因經導師及系(班)主任同意得酌減應修學分數。The minimum course load for freshman, sophomore, and junior is 16 credits, and 9 credits for senior. Underload application is possible with the permission of the advisor and the department director.

簽章 Required signatures

\_\_\_\_\_  
導師 Advisor

→

\_\_\_\_\_  
系(班)主任 Chair

→

\_\_\_\_\_  
系辦公室 Dept. Office

註：大四同學低修請了解學則第 30 條規定(Academic Regulation Article 30)。

第三十條 第四學年學期修習科目均不及格者，應令延長修習一學期；惟學期學業成績不及格科目之學分數已達二分之一，且累計二次者，應令退學。

Article 30 Students who fail in all courses in the term of the 4<sup>th</sup> academic year in school shall take a deferred pass and continue studies for another term. If the failed courses accounted for more than 1/2 of the total course credits for two terms cumulatively, the student will be ordered to withdraw from study.