

國立清華大學 110 上(2021 Fall) 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》)

(申請時請自行預留教師核可時間)

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)辦公室設定 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》

線上申請：將 1.申請表 2.成績單 3.目前修課清單 4.導師同意 email=>scan 成 1 個 pdf 檔後 email 系辦

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 ①歷年成績單 ②低修學期之修課清單；停修期間請標示欲停修科目
Please attach one copy of your transcript and course selection results for reference. During the period for Course Withdrawal, please mark the course you want to quit.

擬修習學分數 Intended credit amount : _____學分

申請低修原因 Reason for Underload Application

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 → 系辦公室設定 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 4th 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.