

國立雲林科技大學____學年度第__學期 大學部「成績優異超修學分申請書」
National Yunlin University of Science and Technology Courses Overload Request Form

受理期間：自第2次預選開始日起至加退選截止日為止，逾期不予受理。

流程順序：表格填寫→系所主任同意簽章→正本送交至系辦公室受理設定→學生查詢確認：我的課程/學期選課資料/「學分上限」學分數旁標示（超修申請已核可）。※請自行預留簽章及辦理時間。

本項申請：

■大學部學生符合成績優異超修資格¹，需超修學分數高於「學則第23條學分數上限規定25學分」者，得檢附本校之「成績單(前一學期)」及「名次證明書(前一學期，請勿申請歷年名次)」證明文件正本(名次證明書請憑「成績單」紙本至註冊組櫃檯免費換取)，並填妥本申請書經系主任同意，於辦理期限內將正本送交至系辦公室調整修課學分上限後，始可於第2次預選階段及開學後加退選階段，自行上網加選超修至本申請書核定之修課總學分數。

■上修本系高年級之必修課程需填寫「必修科目退選或跨班修習申請表」。

系所組別/年級/班別 Department/Grade/Class (例：四機械-A、企管碩在一)	申請日期 Date of application	年 月 日 yyyy mm dd
學號 Student ID No.	手機號碼 Phone Number	
姓名 Name	(學生本人親筆簽名)	
學生填寫欄：擬請同意本學期之修課總學分數： <input type="text"/> 學分 Student-completed field: Requesting approval for the total number of credit hours enrolled in this semester.		
補充說明欄 Additional Notes：【請詳列本學期擬超修之加選1至2科目學分，(例如：○年級必修科目○○○、選修、通識)，本欄若不數填寫，請繼續書寫於本申請書背面】 Students with grades of conduct performance, average academic grades more than 80, PE grades more than 70, and rank top 20% in the class may choose additional 1 to 2 subjects in the next semester after approval by their department head.		
學生所屬系所簽核 Ratification of the home department/institute		
系所主任 Department Chair	系所承辦人 Department Clerk	
擬同意修習____學分	系辦公室檢視前一學期條件符合後於「選課管理系統」設定完成 <input type="checkbox"/> 操行成績80分以上(≥80) <input type="checkbox"/> 學業平均80分以上(≥80) <input type="checkbox"/> 名次佔全系(所)百分比20以內(≤20) <input type="checkbox"/> 體育成績在70分以上(≥70)。沒有修「體育」、「體育-興趣選項」則不用檢視。	

※申請書正本由系所辦公室核准處理完成後保存(保存期限：1年)。

¹ 本校教務章則「學則」第23條「學生每學期修習學分數，大一、大二、大三不得少於十六學分，不多於二十五學分；大四不得少於九學分，不多於二十五學分。惟學生參與校外實習者，不受應修學分下限限制。學生之學期操行成績、學業平均成績各在80分以上，體育成績在70分以上，名次在該班該年級學生數前百分之20以內者，次學期得經系主任核可加選一至二科目學分，並得修習較高年級或他系必修課程。」

英文翻譯是由 AI 協助完成，可能存在一些語意偏差或文法錯誤，請以原文為主，謹慎參考。

The ensuing English translation has been facilitated by AI assistance. There may be instances of semantic deviation or grammatical inaccuracies. Please prioritize the original text and exercise caution in reference.

Application Period: From the start date of the 2nd Pre-registration to the deadline of the Add/Drop Period. Late applications will not be accepted.

Application Procedure:

Fill out the form → Obtain approval and signature from the Department Chair → Submit the original form to the Department Office for processing and system setup →

Students may verify the status online: My Courses / Semester Course Selection / The minimum credit requirement will be shown next to “Minimum Credits”

(Your course overload application has been approved.)

※ Please allow sufficient time for obtaining the signature and completing the administrative process.

Application:

■ Undergraduate students who qualify for credit overload based on academic excellence¹, and wish to exceed the maximum credit limit of 25 credits per semester as stipulated under Article 23 of the Academic Regulations, must submit original copies of the university's "Official Transcript (preceding semester)" and "Class Rank Certificate (preceding semester — please do not request a cumulative rank certificate)" as supporting documents. (The Class Rank Certificate may be obtained free of charge at the Registrar's Office counter by presenting the printed Official Transcript.) Students must complete this application form, obtain approval from the Department Chair, and submit the original form to the Departmental Office within the designated application period to have the credit enrollment cap adjusted. Only after this process is completed may the student self-enroll in additional credits online — up to the total approved credit load specified in this application — during the Second Pre-registration Phase and the Add/Drop Period following the start of the semester.

■ Students wishing to enroll in required courses of a higher year level within their own department must complete the "Application for Withdrawal from or Cross-Section Enrollment in Required Courses" form.

Note:

1. Article 23 of the Academic Regulations of this university: "The number of credits a student may take per semester shall be no fewer than 16 and no more than 25 for first-, second-, and third-year students, and no fewer than 9 and no more than 25 for fourth-year students. Students participating in off-campus internship programs are exempt from the minimum credit requirement. Students whose conduct grade and academic GPA for the semester are each 80 or above, physical education grade is 70 or above, and whose class rank falls within the top 20% of their cohort within their department, may, with the approval of the Department Chair, enroll in one to two additional course credits in the following semester, and may also enroll in required courses of a higher year level or those offered by other departments."