

## 國立雲林科技大學\_\_\_\_學年度第\_\_\_\_學期 大學部「減修學分申請書」

National Yunlin University of Science and Technology Courses Underload 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/「學分下限」學分數旁標示  
(減修申請已核可)。※請自行預留簽章及辦理時間。

## 本項申請：

- 大學部學生(不含延修生)因特殊情形，需減修學分數低於學則「應修學分數下限規定<sup>1</sup>」所列學分下限者，應填妥本申請書經系主任核章同意。
- 學生參與校外實習者。惟自113學年度起，凡修習「產業實務實習課程」者，經系統自動判定其學分下限為「0學分(至少修一門課)」免申請減修。
- 已申請減修學分者(無論學分數)，不得再申請期中考前一周退選。
- 修課少於九學分，當學期成績不排名(成績單無班級名次及百分比等相關排名，即不具本校學行優良獎等申請資格)。

系所組別/年級/班別 Department/Grade/Class (例：四機械一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：_____學分 Student-completed field: Requesting approval for the total number of credit hours enrolled in this semester.			
學生填寫擬減修之原因：(本欄若不敷填寫，請繼續書寫於本申請書背面) Student-completed field—Reason(s) for requested credit reduction:(If space is insufficient, please continue on the reverse side of this application form.)			
<input type="checkbox"/> 學生參與校外實習者。The student is participating in an off-campus internship. 修習「專題實習課程」擬減修者(非系統自動判定之產業實務實習課程)，請勾選本項，並檢附當學期所修「校外實習課程」課表(可截「學期選課資料」網頁介面)。			
<input type="checkbox"/> 其他特殊情況 <sup>2</sup> 詳述如下： Other special circumstances — details as follows:			
<b>學生所屬系所簽核</b>			
系所主任 Department Chair		系所承辦人 Department Clerk	
擬同意修習_____學分		系辦公室「選課管理系統」設定完成	

※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)。

<sup>1</sup>. 大學部每學期修習學分數，大一、大二、大三不得少於16學分，大四不得少於9學分；大學部進修部每學期不得少於9學分；大學部延長修業者至少應選1科目。學生參與校外實習者，不受應修學分下限制。

<sup>2</sup>. 減修申請依選課要點：「學生遇有特殊情況不能修足該學期應修最低學分數，經系所主任同意得酌減應修學分數，減修後應至少修習1門科目。」

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”

**( Reduced Course Load Application Approved )**

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

**Application:**

■ Undergraduate students (**excluding extended-term students**) who, due to special circumstances, need to reduce their course credits below the “minimum required credits” stated in the Academic Regulations shall complete this application form and obtain approval with the signature or stamp of the Department Chair.

■ Students participating in off-campus internships may apply for a reduced course load. However, starting from the 2024 Academic Year, students enrolled in the “Industrial Practice Internship” course will have their minimum credit limit automatically set by the system as “0 credits” (**must enroll in at least one course**) , and therefore are exempt from applying for a reduced course load.

■ Students who have applied for a reduced course load, regardless of the number of credits taken, are not allowed to apply for course withdrawal before the midterm examination period.

■ Students taking fewer than 9 credits will not be included in the semester ranking. Their transcript will not show class rank or percentile ranking; therefore, they will not be eligible to apply for academic awards such as the University Academic Excellence Award.

**Note:**

1. Undergraduate students must take at least 16 credits per semester in their first, second, and third years, and at least 9 credits per semester in their fourth year. Undergraduate students in the Division of Continuing Education must take at least 9 credits per semester. Extended-term undergraduate students must enroll in at least one course. Students participating in off-campus internships are exempt from the minimum credit requirement.
2. According to the Course Selection Guidelines for reduced course load applications: “Students who, due to special circumstances, are unable to take the minimum required credits for the semester may, with the approval of the Department or Graduate Institute Chair, reduce the required number of credits. After the reduction, students must still enroll in at least one course.”