

National Yunlin University of Science and Technology

Application Form for Course Exemption

_____ Semester in Academic Year _____

- ※ Undergraduate students who intend to get an exemption for any of their credits resulting in lower credits than the required minimum credits for each semester stipulated by “Regulations of Academic Affairs” due to any certain reason shall fill out this application form. Applicants shall have the form approved and signed by the chair of their home department and submit it to the Curriculum and Teaching Division of the Office of Academic Affairs for processing. (Note: The application can only be done from the first day of the 2nd Stage of Pre-registration)
- ※ The application form shall be signed completely and submitted to the Curriculum and Teaching Division for processing no later than 5 p.m. on the deadline date for adding/dropping courses. Only after the above procedures are finished can the application be considered completed. If the original application form is not submitted to the Curriculum and Teaching Division, the application will be considered to have failed.
- ※ Undergraduate students who have already applied for a course exemption are not allowed to apply to drop a course one week before the mid-term.

To be completed by student:

The total credits that I am applying to take this semester: _____ credits

Reason to apply for course exemption: (Please state your reason for the request. You may write on the reverse side or on another sheet of paper if needed.)

I am taking an internship off-campus. (For students who check this column, they shall attach the course schedule of their internship as reference.)

Other¹ (The study shall be adjusted due to force majeure of mental condition or accident.) Please state the reason below:

To be completed by student	To be completed by the home department	
Department/Class: Student ID#: Signature of student: Contact number: Application Date: (yy) (mm) (dd)	Clerk	Chair

Submission date to the Office of Academic Affairs:

1. The minimum required credits for each semester for undergraduate students are stipulated in accordance with the "Regulations of Academic Affairs." Freshman, sophomore and junior students shall take no less than **16** credits. Senior students shall take no less than **9** credits. Undergraduate students extending their studies shall at least take one course.
2. Students who are not able to take the required minimum credits due to any certain reason shall apply for course exemption and their application needs to be approved by the chair of their home department. If the application is approved, the students shall take at least one course.