**文藻外語大學**

Wenzao Ursuline University of Languages

**修課總學分數低於下限申請表**

Application to Register for Fewer than the Minimum Number of Credits

\_\_\_\_\_\_學年度第\_\_\_\_\_\_學期 申請日期： 年 月 日

\_\_\_\_ semester of \_\_\_\_ academic year Application Date: yyyy mm dd

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| --- | --- | --- | --- | --- | --- | --- |
| 申請人  Applicant |  | 學號Student ID Number |  | | 班級  Class |  |
| 聯絡電話  Contact Phone Number |  | 本學期修課學分數Number of Credits Taken this Semester | |  | | |
| 根據文藻外語大學學則辦法規定，應屆畢業生或其他特殊理由未能修習規定之最低學分數者，應提出申請，經核准後得不受限，但不得低於二學分，惟核准後不得要求退還學雜費，並不得領取當學期成績相關之獎助學金。  According to the Wenzao Ursuline University of Languages academic regulations, students who anticipate graduating, or those who cannot take the minimum required number of units because of particular circumstances, must submit a request and be approved for a lower number of units. Hereafter, the student will not have an upward limit for units taken, but cannot take less than two units. After approval is granted, the student may not request his or her tuition and fees be refunded, nor may he or she receive scholarships or grants based on their grades for that semester.  **〈本人已閱讀並瞭解以上規定I have read and understand the above regulations.**〉  **申請人簽名Sign by Applicant：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| 申請原因  Reason |  | | | | | |
| 所屬系主任簽章  Sign by Chairperson of Dept. of Student’s Major |  | | | | | |
| 課務組承辦人  Curriculum Section Staff |  | | 課務組組長  Head of Curriculum Section | |  | |

備註說明：

1. 申辦流程：(1)填寫申請表(2)所屬系主任簽章(3)申請表繳回課務組。Procedure: (1) Complete application form. (2) Submit application to the Dept. of student’s major for review. (3) Submit application form to Curriculum Section.
2. 上述欄位皆須詳細填寫清楚。This form should contain all requested information.