

應屆畢業生「學分數低於下限」改採線上申請

為提升申請效率並簡化作業流程，本校原「學分數低於下限」申請作業，過去採紙本送審（學生填寫→系主任審核→送教務處），自即日起改為**線上申請**，請符合資格之同學依下列說明辦理。

一、依據與重要規定（請務必詳閱）

依據文藻外語大學學則/相關辦法規定：應屆畢業生或因其他特殊理由未能修習規定之最低學分數者，應提出申請，經核准後得不受最低學分數限制，但不得低於二學分。另請注意：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。

二、適用對象

（一）線上申請適用對象

本學期應屆畢業生，本學期選課學分數未達規定下限者。

（二）不適用線上申請者（請改以紙本申請）

非應屆畢業生因其他特殊理由未能修習最低學分數者，請填具紙本申請並檢附「課務組申辦事項申請書」，依原流程送審。

三、線上申請流程

1. 學生提出申請：登入系統並填寫申請資料（含原因說明）。
2. 系主任線上審核：系主任於系統進行審核。
3. 結果查詢：學生可於系統查詢審核進度與結果。

四、系統路徑

資訊服務入口網 → 校務資訊系統 → 申請 → 學分數低於下限申請作業

五、注意事項

1. 低於下限且未依規定提出申請者，將依校內規定辦理（應令休學處理等，依相關規定執行）。
2. 申請經核准後，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。
3. 學分數異動之處理原則（加退選期間適用）：
(1) 學生提出申請時之修課學分數（例如 9 學分），若於加退選期間退選致學

分數降低（例如降為 5 學分），不論申請狀態為「審核中」或「已核准」，均無須因學分數異動重新申請。

(2) 學生提出申請時之修課學分數低於下限（例如低於 10 學分），若於加退選期間加選課程致學分數已達或超過下限（例如高於 10 學分），其已送出之申請仍可照常審核；如申請通過核准，亦不影響學生權益。

4. 線上申請操作方式請參閱附件「學分數低於下限申請操作手冊」。

Graduating Students — Online Application for Course Credits Below the Minimum Requirement

To improve application efficiency and streamline the process, the University's previous **paper-based** application procedure for “course credits below the minimum requirement” (Student submits → Department Chair reviews → submitted to the Office of Academic Affairs) has been replaced by an **online application** effective immediately. Eligible students are requested to follow the instructions below.

I. Policy Basis and Important Notes (Please read carefully)

According to the Wenzao Ursuline University of Languages Student Regulations and relevant rules, **graduating students** or students who, due to **other special circumstances**, are unable to meet the **minimum required course credits** for the semester must submit an application. Once approved, the minimum credit requirement may be waived; however, students must enroll in **no fewer than 2 credits**.

Please note:

After approval is granted, students **may not request a refund of tuition and fees**, and **are not eligible to receive scholarships or grants related to academic performance for that semester**.

II. Eligible Applicants

(1) Eligible for Online Application

Graduating students in the current semester whose registered course credits are **below the minimum required credits**.

(2) Not Eligible for Online Application (Paper Application Required)

Non-graduating students who, due to other special circumstances, are unable to meet the

minimum required credits must submit a **paper application**, attaching the “**Curriculum Section Application Form**”, and follow the original review procedure.

III. Online Application Procedure

1. **Student Submission:** Log in to the system and complete the application (including the reason for application).
2. **Department Chair Review:** The Department Chair reviews the application in the system.
3. **Status/Result Inquiry:** Students may check the review progress and results in the system.

IV. System Path

Information Service Portal → Academic Information System → Applications → Application for Course Credits Below the Minimum Requirement

V. Notes

1. Students whose registered credits are below the minimum requirement and who fail to submit an application as required will be handled in accordance with University regulations (e.g., required leave of absence, etc., as applicable).
2. Once the application is approved, students may not request a refund of tuition and fees, and are not eligible to receive scholarships or grants related to academic performance for that semester.
3. **Policy on Credit Changes (Applicable during the Add/Drop Period):**
 - (1) If a student has, for example, **9 credits** at the time of application and later drops courses during the add/drop period, resulting in fewer credits (e.g., **5 credits**), the student **does not need to reapply**, regardless of whether the application is **under review** or **already approved**.
 - (2) If a student's registered credits are below the minimum requirement at the time of application (e.g., below **10 credits**) but later adds courses during the add/drop period and reaches or exceeds the minimum (e.g., above **10 credits**), the submitted application may **still proceed as normal**. If approved, it **will not affect the student's rights and interests**.
4. For detailed instructions, please refer to the attached “**Application Guide for Credits Below the Minimum Requirement**.”