

學分低於下限申請操作手冊

Application Guide for Credits Below the Minimum Requirement

一、申請前快速判斷：我要不要申請「學分低於下限」？

Quick Self-Check Before Applying: Do I Need to Apply for "Credits Below the Minimum Requirement"?

身分	本學期修習學分數	是否需要申請
Student Status	Credits Taken This Semester	Is Application Required?
應屆畢業生	9 學分 (含) 以下	<input checked="" type="checkbox"/> 需要申請
Graduating Student	9 credits or fewer	Yes
應屆畢業生	10 學分 (含) 以上	<input type="checkbox"/> 不用申請
Graduating Student	10 credits or more	No
延修生	不限學分數	<input type="checkbox"/> 不用申請
Extended-Study Student	Regardless of credit number	No

⚠ 本線上申請系統僅適用於符合資格之應屆畢業生，非應屆畢業生即使學分數低於下限，亦無法使用線上申請功能。

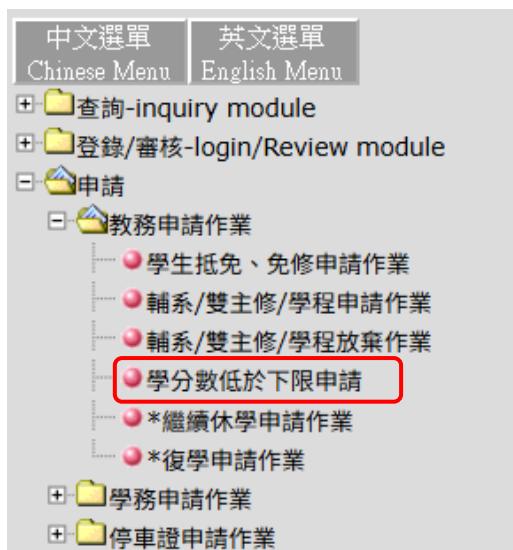
This online application system is available only to eligible graduating students. Non-graduating students are not permitted to submit an online application, even if their registered credits are below the minimum requirement.

非應屆畢業生如因特殊原因致本學期修習學分數低於最低下限者，不開放線上申請。請填寫「課務組申辦事項申請書」及紙本「修課總學分數低於下限申請表」，並經所屬系主任同意後，始得修習學分數低於下限。

If a non-graduating student has special circumstances resulting in credits below the minimum requirement for the semester, online application is not available. The student must complete the "Curriculum Section Application Form" and submit a paper-based "Application Form for Total Credits Below the Minimum Requirement." Such applications must be approved by the chair of the student's department/program before the student is permitted to register for credits below the minimum requirement.

二、申請系統登入路徑

Path to the Online Application System



資訊服務入口 → 校務資訊系統

→ 申請 → 教務申請作業 →

學分數低於下限申請

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

三、申請前系統顯示之四種狀況說明

Explanation of System Display Statuses Before Application

狀況一：非開放學制或非本年應屆畢業生

Status 1: Non-eligible program or not a graduating student

學分數低於下限申請



• 非開放學制或非本年應屆畢業生

狀況二：已達最低修習學分數，無需申請

Status 2: Minimum credit requirement has been met — no application required

學分數低於下限申請

您這學期的選課學分數為: 10 學分，規定的下限學分數為 10 學分。
Your registered credits this semester: 10 credits. The minimum required credits: 10 credits.

依規定:應屆畢業學生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；低於學分數下限又未依規定提出申請者，則予以應令休學處理。
According to the regulations: Graduating students who are unable to register for the minimum required number of credits must submit an application. Once approved, they may be exempted from the minimum credit requirement; however, they must register for no fewer than 2 credits. After approval is granted, students may not request a refund of tuition and fees, and they are not eligible to receive any scholarships or grants related to academic performance for that semester. Students whose registered credits are below the minimum and who fail to submit an application as required will be subject to mandatory suspension or enrollment.

學分數狀態：已超過下限學分數，無需申請。
Credit status: Above the minimum required credits. No application is required.

狀況三：學分低於下限，可提出申請

Status 3: Credits below the minimum requirement — application allowed

學分數低於下限申請

您這學期的選課學分數為: 4 學分，規定的下限學分數為 10 學分。
Your registered credits this semester: 4 credits, The minimum required credits: 10 credits.

依規定: 毕業畢業學生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；低於學分數下限又未依規定提出申請者，則予以應令休學處理。
According to the regulations: Graduating students who are unable to register for the minimum required number of credits must submit an application. Once approved, they may be exempted from the minimum credit requirement; however, they must register for no fewer than 2 credits. After approval is granted, students may not request a refund of tuition and fees, and they are not eligible to receive any scholarships or grants related to academic performance for that semester. Students whose registered credits are below the minimum and who fail to submit an application as required will be subject to mandatory suspension of enrollment.

學分數狀態：未超過下限學分數，請點選新增申請單。
Credit status: Below the minimum required credits. Please click "New Application".

[新增申請單](#)

四、新增學分低於下限申請

Creating an Application for Credits Below the Minimum Requirement

- 點選「新增申請單」

Click "New Application"

學分數低於下限申請-(申請單列表)

您這學期的選課學分數為: 9 學分，規定的下限學分數為 10 學分。
Your registered credits this semester: 9 credits, The minimum required credits: 10 credits.

依規定: 毕業畢業學生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選學雜費，並不得領取當學期成績相關之獎助學金。低於學分數下限又未依規定提出申請者，則予以應令休學處理。
According to the regulations: Graduating students who are unable to register for the minimum required number of credits must submit an application. Once approved, they may be exempted from the minimum credit requirement; however, they must register for no fewer than 2 credits. After approval is granted, students may not request a refund of tuition and fees, and they are not eligible to receive any scholarships or grants related to academic performance for that semester. Students whose registered credits are below the minimum and who fail to submit an application as required will be subject to mandatory suspension of enrollment.

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
目前沒有任何申請記錄。									

- 確認學分數與基本資料

Confirm registered credits and personal information

- 選擇「申請原因」

Select the reason for application

學分數低於下限申請-(新增申請單)

您這學期的選課學分數為: 9 學分，規定的下限學分數為 10 學分。
Your registered credits this semester: 9 credits, The minimum required credits: 10 credits.

依規定: 毕業畢業學生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選學雜費，並不得領取當學期成績相關之獎助學金。低於學分數下限又未依規定提出申請者，則予以應令休學處理。
According to the regulations: Graduating students who are unable to register for the minimum required number of credits must submit an application. Once approved, they may be exempted from the minimum credit requirement; however, they must register for no fewer than 2 credits. After approval is granted, students may not request a refund of tuition and fees, and they are not eligible to receive any scholarships or grants related to academic performance for that semester. Students whose registered credits are below the minimum and who fail to submit an application as required will be subject to mandatory suspension of enrollment.

班級 Class : 日四技
學號 Student ID :
姓名 Name :
學分數 Credits : 9

申請原因 Reason for Application

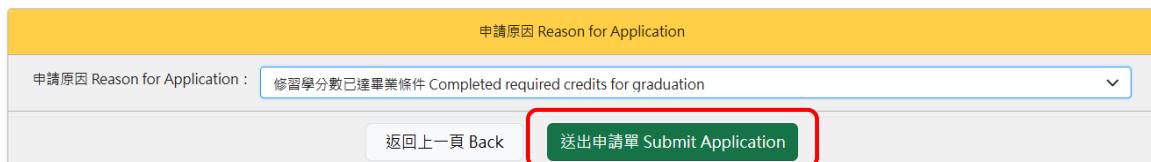
申請原因 Reason for Application :	請選擇 Please select
	請選擇 Please select
	修習學分數已達畢業條件 Completed required credits for graduation
	實習 Internship
	無其他有興趣之課程 No other courses of interest
	打工、其他計畫 Part-time job / Other personal plans
	其他 Other (please specify)

五、送出申請單與申請成功畫面

Submitting the Application

- 點選「送出申請」

Click “Submit Application”



- 顯示「申請單已送出」

System displays: “Application successfully submitted”



申請單已送出，請至「申請紀錄」
查看審核狀態。

Your application has been
submitted. Please check the
review status in “Application
History.”

Your application has been submitted. Please check
the review status in Application History.

確定 OK

六、送出審核 (重要步驟)

Submitting for Review (Important Step)

- 申請狀態為「申請中」

Application status: **Applying**

- 點選「送出審核」

Click “Submit for Review”



- 確認送出

Confirm submission

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206003	2026-02-06				9	修習學分數已達畢業條件	審核中 Under Review		撤單 Withdraw

⚠ 「未完成送出審核，視同未完成申請」，審核狀態為「審核中」才表示已送出申請。

An application is considered complete only after it has been submitted for review.

The status “Under Review” indicates that the application has been successfully submitted.

七、查詢申請紀錄與審核狀態

Checking Application Records and Review Status

- 申請中：未送出申請單

Applying: Application created but not yet submitted for review

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206003	2026-02-06	日四技			9	修習學分數已達畢業條件	申請中 Applying		修改 Edit 作廢 Voided 送出審核 Submit for Review

- 審核中：已送出申請，等待系主任審核

Under Review: Application submitted and awaiting department chair review

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206003	2026-02-06				9	修習學分數已達畢業條件	審核中 Under Review		撤單 Withdraw

- 退回補充：主任審核後，退回請學生補充或修改原因

Returned for Supplement: Additional information or revision required

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206004	2026-02-06	日四技日文四C	1111204137	劉美X	4	打工、其他計畫	退回補充 Returned for Supplement	是否已達畢業學分數？	修改 Edit 作廢 Voided 送出審核 Submit for Review

- 同意：已完成審核且經主任同意

Review completed and approved by the department chair

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206003	2026-02-06				9	修習學分數已達畢業條件	同意 Approved	已完成申請，無法再變更 Application completed — no further modifications allowed.	

- 不同意：審核不通過，請確認原因；或新增申請單，選擇其他原因。

Rejected: Application not approved; please review the reason or submit a new application with a different justification

新增申請單 New Application									
申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206004	2026-02-06					修習學分數已達畢業條件	不同意 Rejected	必修未達畢業條件 Rejected — No further modifications allowed.	

八、退回補充之處理方式（修改後再送審）

Handling Applications Returned for Supplement

- 查看審核說明

Review the remarks provided by the reviewer

- 點選「修改」

Click “Edit”

- 更新申請

Update the application information

- 重新送出審核

Resubmit for review

⚠️ Updating the application alone does not restart the review process. Be sure to click “Submit for Review” again.

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206004	2026-02-06	日四技日文四C	1111204137	劉美X	4	打工、其他計畫	退回補充 Returned for Supplement	是否已達畢業學分數？ Is the required graduation credits met?	修改 Edit 作廢 Voided 送出審核 Submit for Review

申請原因 Reason for Application :

修習學分數已達畢業條件 Completed required credits for graduation

[返回上一頁 Back](#) [更新申請 Submit](#)

申請單號 Application No.	送出日期 Submission Date	班級 Class	學號 Student ID	姓名 Name	學分數 Credits	申請原因 Reason for Application	審核狀態 Review Status	審核說明 Review Remarks	功能 Actions
M1150206004	2026-02-06	日四技日文四C	1111204137	劉美X	4	修習學分數已達畢業條件 Returned for Supplement	退回補充 Is the required graduation credits met?	修改 Edit 作廢 Voided 送出審核 Submit for Review	

九、常見錯誤與重要提醒

Common Mistakes and Important Reminders

- 只新增，未送審

Creating an application but failing to submit it for review

- 修改後忘記再送審

Forgetting to resubmit for review after making revisions

- 誤以為退回補充 = 未通過

Mistaking “Returned for Supplement” as a rejection