

教務處公告

(108)元智教內字第 002 號

日期：108.08.19

主旨：[1081 減修申請作業於 108 年 8 月 19 日（星期一）中午 12 時至 108 年 9 月 16 日（星期一）中午 12 時止](#)，開放電腦系統申請，請申請同學於截止日前至系所辦公室繳交家長同意書，並於第三階段電腦選課截止前選好預定修習之學分數。

說明：

- 一、「減修」申請流程路徑：**【請務必使用 IE 瀏覽器 進行申請，切勿使用 Google, Firefox... 或其它瀏覽器】**
至個人 Portal→學習檔案→減修申請→將個人申請理由填入→送出（[減修家長同意書](#)需送交學系辦公室審核）→學系審核後（同學即可於學校開放電腦選課時段，自行由電腦退選至欲修課之學分）。
 - 二、「減修申請」電腦開放時段為：108 年 8 月 19 日（星期一）中午 12 時至 108 年 9 月 16 日（星期一）中午 12 時止，預備申請減修之同學請於開放時間內，儘早上電腦系統申請，並至系所辦公室繳交家長同意書。經系所審核後，同學即可經電腦加退選至最低修習學分數，申請之同學需於第三階段電腦選課截止前選好預定修習之學分數。
 - 三、根據學則規定，學士班學生申請減修須有特殊原因，且除交換生外，每學期至少仍應修習一門課（不含體育、軍訓、服務學習），違者應令休學，另延修生因無修課下限，是否選課自行決定，不必再提出減修申請（無修課仍須註冊）。
 - 四、同學於學期中若有意申請停修，但會低於當學期應修最低學分數，請於此時一併先申請減修；減修截止後，**不得因停修再辦理減修**。
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Announcement

Office of Academic Affairs

Subject : 2019 Autumn semester Reduced Course Load application will begin from August 19th, 2019 (Monday) 12.00 noon and end on September 16th, 2019 (Monday) 12.00 noon. Individuals will be able to apply online, applicants shall submit a parental consent form to the office of department before its deadline and have the course selected before the online course selection stage III ends.

Content :

1. Course drop procedure : (Please apply through Internet Explorer Do not use through Google, Firefox...or any other web browsers.)

Portal →Study File →Course Reduction →Fill in your reason for application →Submit ([Parental Consent Form](#) will need to be verified in the office of department) →Once it's been approved (individuals can reduce the course online during the course selection period) .

2. Reduced Course Load online begins from August 19th, 2019 (Monday) 12.00 noon and end on September 16th, 2019 (Monday) 12.00 noon. Individuals shall apply online early and submit a parental consent form to the office of department and have the course selected before the online course selection stage III ends.
3. According to the university rules and regulations, undergraduate students who apply for the Reduced Course Load shall obtain a special reason and shall take one course at least (not including PE, Military Training and Service Learning) besides exchange students, or will suffer from suspension of schooling, students who extend the studies can select the courses of their wish and need not to apply for the course drop (Registration required for individuals who take no classes) .
4. Individuals who wish to drop course in the mid semester but will then have credits less than the minimum of credits required that semester shall apply for Reduced Course Load at this time.

Once the course discontinue begins, no course drop allowed.