

# National Taiwan University, Spring Semester 2025

## Course Overload Request Form (113-2 超修學分申請書)

- ※ Students who need to request a course overload (the number of credits higher than that specified in the Credit Requirements Sheet for Spring Semester 2025) for specific reasons should complete this form with the attachment of relevant documents and have it approved by their mentor, chairpersons/ directors and the Vice President for Academic Affairs. Only after the academic divisions have approved the request are students allowed to take course credits up to the number specified in this form.
- ※ **THIS FORM MUST BE COMPLETED AND SUBMITTED TO RELEVANT ACADEMIC DIVISIONS<sup>[NOTE]</sup> NO LATER THAN 17:00, FEBRUARY 27 (Thursday).** THOSE WHO FAIL TO DO SO ARE NOT ALLOWED A COURSE OVERLOAD. 【In order to finish the review in the online course add/drop period, we suggest you submit this Request Form by February 25 (Tuesday).】

### Reminder:

Under one of the following circumstances, a course overload request will be denied by the Dean of Academic affairs:

1. Reasons for request are **not specific enough**.
2. Courses listed are not urgently needed for graduation, and taking these courses will prevent the seats from allocating to other students.
3. Students requesting a course overload have failed half the courses (two-thirds for international/overseas Chinese/aboriginal students) in one semester and made no steady progress in the previous 2 semesters.

[NOTE] Students from the following units shall go to the Branch Office of Academic Affairs of the College of Medicine: Second Degree Bachelor of Science in Nursing (all students), Department of Nursing (sophomores and above), other undergraduate departments of the College of Medicine (juniors and above) and Department of Public Health (sophomores and above); other undergraduate students shall go to Undergraduate Academic Affairs Division. Graduate students of the College of Medicine and the College of Public Health shall go to the Branch Office of Academic Affairs of the College of Medicine; graduate students from other colleges shall go to Graduate Academic Affairs Division.

### For Student:

Name:	Student Number:
Department/Division/Institute and Grade:	Phone Number:
Requested Number of Credits _____	
Reasons for Request: (Please tick a box and attach your transcripts and other relevant documents.)	
<input type="checkbox"/> I am an inter-university transfer student who needs to make up for credits & whose GPA <b>in the previous semester</b> (at my previous university) is above 3.38. (轉學生應補修之學分頗多，且其前一學期在他校 GPA 達 3.38 或百分制平均達 80 分)	
<input type="checkbox"/> I am an intra-university transfer student who needs to make up for credits & whose average grade <b>in the previous semester</b> is above 2.92. (轉系生應補修之學分頗多，其前一學期 GPA 達 2.92)	
<input type="checkbox"/> I am a student Olympiadian who needs to take courses beneficial to my competing in science. (Please list your science competition in detail.) (奧林匹亞資優生，須加修對科學競賽有幫助之特定課程【請詳述參與競賽名稱】)	
<input type="checkbox"/> I am a graduating student who needs sufficient credits to graduate. (各學系最高年級學生，不超修則無法如期畢業)	
<input type="checkbox"/> I am applying for early graduation that I need sufficient credits to graduate. (Please hand in Early Graduation Request Form at the same time.) (須檢附提前畢業申請書)	
<input type="checkbox"/> I can specifically prove that I need to request a course overload. (Please <b>specify</b> your reasons for request <b>in detail</b> in the following box.) (其他非常特殊之個人情況，已檢附證明有超修之必要(請於下欄詳述原因))	
<input type="checkbox"/> I am a graduate student who wishes to request a course overload. (研究生擬超修學分)	
Please list all the courses (and their credits) you wish to take and specify what kinds of courses they are (e.g. compulsory, elective, general education, etc.). Write overleaf if necessary.	

### For Office Use Only

(Graduate students need approval only from their chairpersons/ directors. They do not need approval from the Vice President for Academic Affairs.)

Mentor 導師	Academic Division 教務單位	
	Processor 承辦人	Chief 股長
Chairperson / Director 系主任 / 所長		
_____ credits approved.	Director 組長(主任)	Vice President for Academic Affairs 教務長

Processor's Stamp :