National Taiwan University, Spring Semester 2022
Course Underload Request Form（110-2 減修學分申請書）

※ **Bachelor degree program students who need to request a course underload (the number of credits lower than that specified in Credit Requirements Sheet for Spring Semester 2022AY) should complete this form, have it stamped by their mentors and chairpersons and submit it to relevant academic division[NOTE].**

※ **THIS FORM MUST BE COMPLETED AND SUBMITTED TO RELEVANT ACADEMIC DIVISIONS[NOTE] NO LATER THAN 17:00, FEBRUARY 25 (Friday). THOSE WHO FAIL TO DO SO WILL GET SUSPENDED OR EXPELLED UNDER ARTICLE 42 AND 48 OF NTU ACADEMIC POLICIES.**

※ [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（姓名）	Student Number（學號）
Department/Division and Grade（系組年級）	Phone Number（電話）
Requested Number of Credits _____（請求同意本學期修習的學分數）	
Reasons for Request: ☐ I am a graduating student. I only need _____ credits to graduate.（應屆畢業生） ☐ Other reasons (specified as follows) _____ _____ _____ _____ _____	

For Office Use Only

For those students at their last year of study (not including students extending their terms of study), if they can fulfill the graduation requirement by taking less than 9 credits in each semester, they are allowed to do so after obtaining their approvals/signatures from their department chair.

Mentor（導師）	Chairperson（系主任）
	_____ credits approved. Date _____

Processor's Stamp: