**Fu Jen Catholic University Academic year Semester**

**Credit Overload Application Form** (Starting from the 111 academic year)

Date of application: \_\_\_year \_\_\_month \_\_\_day

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| **General information** | Name |  | Student ID: |  |
| Department / Institute |  | Year: | Phone number: |
| Inter-disciplinary learning and academic achievement profile | □Minor: **(limited to 32 credits in the Course Registration System)** | □Double major **(limited to 32 credits in the Course Registration System)** | □Recent graduate**(limited to 32 credits in the Course Registration System)** |
| □Teacher Education Program **(limited to 32 credits in the Course Registration System)** | □(Micro) credit course **(limited to 32 credits in the Course Registration System)** |
| □Master’s/Doctoral student **(limited to 25 credits in the Course Registration System)** | □Average grade exceeding 80 in the previous semester **(limited to 25 credits in the Course Registration System)**  |
| □None of the above |
| Proposed total credit number | Total number of credits to be taken in this semester: \_\_\_\_\_credits. |
| Attached information | □Academic transcripts □Study plan □Other**（Please provide as needed）**＿＿＿＿＿＿＿＿＿ |
| Reason for application |  |
| Added Courses |  Course code (e.g. D-CTC0-00001-A) | Course name (Chinese) | Credits | Course type | Semester | Course department (signature) |
| Division(1 character) | Course department (4 characters) | Course code(5 characters) | Group(1 character) |
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| **Final approval** | Instructor |  |
| Department Chair | Students enrolled in a minor, double major, or the Teacher Education Program, recent graduates, or those who have an average grade of 80 or higher in the previous semester may take up to 36 credits after obtaining permission of their advisor and program director. Master’s and doctoral students taking more than 25 credits require approval from the department’s (or institute’s) director. |
| Faculty Dean |  |
| **Audit comments** | Curriculum Division | □Requirements are met; with consent from the instructor and department chair, up to \_\_\_ credits may be taken.□In accordance with the regulations, permission must first be granted by the faculty dean and the dean of the Office of Academic Affairs before it can be submitted for approval. | Curriculum Division Head |  |
| Dean of Academic Affairs |  |

Notes: 1. In accordance with Article 11 of the Regulations Governing Course Selection and Registration, “students can take up to 25 credits per semester (excluding the School of Medicine); students enrolled in a minor, double major, credit courses (including micro courses), the Teacher Education Program, and recent graduates may take up to 32 credits.” Additionally, “students enrolled in a minor, double major, or the Teacher Education Program, recent graduates, or those who have an average grade of 80 or higher in the previous semester, may take up to 36 credits after obtaining permission of their advisor and program director.” Students who have taken more than 36 credits due to special circumstances will be allowed to do so after submitting approval of the Dean of their respective faculty as well as the Dean of Academic Affairs. The number of credits master’s and doctoral students can take each semester is to be determined by each department (or institute); however, if the total number of credits exceeds 25, approval from the department’s (or institute’s) director is required.

 2.In case of credit overload, students must fill out the Credit Overload Application Form (together with their grade transcripts and study plan) and have it reviewed by the registrar of the Office of Academic Affairs for review after all relevant administrative procedures have been completed. The deadline for processing is the same as the deadline for correction of course selection errors (based on delivery to the registrar; late applications will not be accepted).