

香港中文大学(深圳)
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
逾期退选申请表
APPLICATION FORM FOR LATE COURSE DROP

注意
Note:

- 逾期退选的批准只适用于学生未能控制的特别原因。
Late course drop will only be approved with very special reasons beyond students' control.
- 学生应先咨询授课老师的意见, 获得老师同意后递交此表至开课学院。
Student should approach the course instructor for advice and endorsement, then submit this form to the **Course Offering Unit**.
- 所属学院会核验收申请材料的真实性。学生在提交的申请书或文件中作不尽不实或虚假声明, 均应由学术委员会或其他获授权负责学生纪律事宜的有关纪律委员会(如适用), 视所犯情事的性质及轻重予以惩处。
Home School will verify whether or not the statements and supporting documents provided by applicants are genuine or not. A student who violates rules and makes misrepresentations or false statements in any application or document shall be disciplined by the Academic Board, or other disciplinary committees, in accordance with the nature and gravity of the offence.
- 申请人须知道, 提交此申请表表示他/她已经充分了解并理解了逾期退课政策、潜在后果, 并愿意对其申请可能引起的结果负责。
The applicant acknowledges that the submission of this application signifies his/her awareness of the Policy on Late Course Drop and understanding of the consequences associated with it, and assumes full responsibility for any outcomes that may result from the application.

姓名(英文) _____ (中文) _____ 学号
Name: (in English) _____ (in Chinese) _____ Student I.D. No.: _____

主修/课程 _____ 联络电话
Major / Programme: _____ Contact Tel. No.: _____

修业年 _____ 预期毕业年份/学期
Year of Attendance: _____ Expected Year / Term of Graduation: _____

拟逾期退选科目
Course Intended to Late Drop

科目编号及班级 _____ 学分 _____ 授课老师
Course Code & Class Section: _____ Units: _____ Course Instructors name: _____

逾期退选原因 _____
Reason for late drop: _____
(Please use and attach additional sheets of paper if more space is required.)

学生签名 _____ 日期
Signature of Student: _____ Date: _____

收集个人资料声明

- 此表格所收集的资料将用以处理有关的申请, 所提供的资料于无需保留时将全部销毁。
- 如学生存在威胁生命安全的情形或学校出于防范学生伤害自身或他人的目的, 本表格所收集的资料或会转交香港中文大学(深圳)其他教学或行政部门, 并在必要时寻求家庭成员或其他专业人员的干预。
- 如在递交此表格后要查阅或改正个人资料, 请联系所属学院。

Personal Information Collection Statement

- The personal data provided on this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- Information provided on this form may be transferred to other departments/administrative units within CUHK(SZ), where applicable. In life-threatening situations or in order to prevent the student or other identifiable persons from foreseeable harm, relevant parties (e.g. family members, academic or administrative staff, school/college staff, student affairs or medical personnel, etc.) who can play an active role in the well-being of the student will be informed and/or professional intervention will be sought.
- For correction of or access to the personal data after submission of this form, please contact the Home School.

For office use only

I Endorsement by the Course Instructor I *endorse / not endorse the student's application. Remarks: _____ _____ Signature _____ Date _____	
II Endorsement from the Course Offering Unit I *endorse / not endorse the student's application Remarks: _____ _____ Signature of Dean or designated representative _____ Date _____	III Approval by the Home School I *approve / not approve the student's application Remarks: _____ _____ Signature of Dean or designated representative _____ Date _____

* Please delete as appropriate