

香港中文大学（深圳）
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
逾期退选本科生课程科目申请表（研究生适用）
Late Course Drop Form for Undergraduate Course - For PG Student

- 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，学生如因错过改选时间，或因个人疏忽未查询选课最终结果，一般不能作为逾期改选理由。
Late course drop will only be approved with very special reasons beyond students' control. In general, failure to observe the add/drop schedule or negligence in checking final course enrolment results will not be accepted as reasons for late drop.
 - 学生**应先获得授课老师的批准**，再递交此表至教务处。（教务处只负责在SIS完成退课操作，不负责审批）。
Student must **seek approval of the course teacher**, then submit the approved form to Registry Office (Registry Office is only responsible for the course dropping operation in SIS. The approval is subject to the course teacher) .

I. Personal Particulars 个人资料

Name: (in English) 姓名（英文） _____ Name: (in Chinese) 姓名（中文） _____ Student I.D. No: 学号 _____
Programme: 专业全称 _____ Programme Code: 课程编码 _____ Contact Tel. No.: 联络电话 _____
Year of Attendance: 修业年 _____ Expected Year / Term of Graduation: 预期毕业年份 / 学期 _____

II. Course Intended to Late Drop 拟逾期退选科目

Course Code: 科目编号 _____ Course Title: 科目名称 _____ Units: 学分 _____
Lecture Section: 讲演课编号: _____ Tutorial Section 导修课编号: _____ UG Course Teacher's Name: 授课老师姓名: _____
Reason for late drop: 退选原因: _____
Signature of Student: 学生签名 _____ Date: 日期 _____

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-Shenzhen for consideration and granting approval, where applicable.

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。
- 本表格所收集的资料或会转交香港中文大学（深圳）其他行政或教学部门作考虑或批核用。

For office use only

Approval by Course Teacher I *approve / not approve the student's application. Signature _____ Date _____	Registry Office Drop the course approved in this form in SIS (Registry Office is only responsible for the course dropping operation in SIS. The approval is subject to the course teacher) Date _____
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