

## Policy on Late Course Drop

### Notes:

1. Late course drop pertains the withdrawal from a course after the normal Add/Drop period. Applications for late course drop are approved under unavoidable, extraordinary, and unexpected extenuating circumstances that may impede the successful completion of a course. The approving authorities for such requests are the Deans of the students' home schools or their designated representatives. When evaluating these applications, the approving authorities shall consider the individual circumstances of each applicant and requirements of the applicant's degree program.
2. Late course drop application will not be considered if such a withdrawal will result in the student being unable to fulfill the minimum number of units as stipulated by the relevant regulations, unless s/he is on academic probation, or with special approval from the Registry Office (for undergraduate students) or Graduate School (for postgraduate students).
3. A student should exercise caution when applying for late course drop, particularly in cases where the course is a required course, a pre-requisite course, or if its withdrawal reduces the number of units/courses to a level below the required load in a term. It should be noted that such a withdrawal may have implications on a student's progress towards graduation, academic progress in his/her major/program, scholarships, and so on.
4. It is highly recommended that a student seeks guidance from his/her Academic Advisor or Supervisor or Program Office for assistance on academic planning in order to make an informed decision.
5. If a student's application for late course drop is approved, a "W" (Withdrawn) label will be given to the course on the student's transcript, as a permanent academic record. A course with a "W" label will not earn any credit and will not be included in the calculation of GPAs, whether it is for the term, cumulative, or major. A student may retake a course with a "W" label when it is offered again.

### Procedure:

1. Endorsement by the Course Instructor;
2. Endorsement by the Course Offering School; and
3. Approval by the Home School.

### Deadline for application:

After the late drop deadline, no application will be considered.

Courses in Term 1 & 2	The Friday of the 12 <sup>th</sup> week of the semester
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Courses in the Summer Session	The Friday of the 5 <sup>th</sup> week of summer session
Courses with concentrated teaching modes offered by part-time postgraduate programmes	Two working days after the last lecture of the course

**Required documents:**

1. Application form;
2. Unofficial Transcripts; and
3. Supporting document(s), if any

**Remarks:**

1. A student should continue to take the course before receiving approval from the School on the late drop.
2. A student who committed academic dishonesty may still be disciplined in accordance with the related procedures even if he/she is approved to late drop the course.

May 2023