

香港中文大學 ( 深圳 )  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN

科目作业延交申请表  
APPLICATION FOR INCOMPLETE COURSEWORK

注意

Note:

1. 学生**必须在作业提交截止日期前**将申请表交到**开课学院**进行审批。  
Student **MUST** submit this application form to the **COURSE OFFERING SCHOOL** for approval **before the original deadline for the coursework concerned**.
2. 延交作业的申请只适用于疾病或其他不可抗因素以致学生的科目作业有必要延交的情况。若申请通过, 该科目的成绩在成绩单中将暂时显示为“**I**”, 学生最迟须在原截止日期后的三个月内提交作业。如果学生在规定时间内完成作业并提交, 该科目成绩将由“**I**”转为实际取得成绩; 如果学生未在规定时间内提交作业, 授课老师会基于作业占成绩比给予学生科目成绩, 学生或有可能科目“不及格”, 基于科目的评分类型, 成绩“不及格”在成绩单中会显示为“**F**”或“**U**”。  
Application for incomplete coursework can only be made when the completion of a student's coursework is necessarily delayed due to medical or other compelling reasons. If the student's application is successful, an “**I**” (Incomplete) will be displayed temporarily for the course on the student's transcript, student must complete the coursework at the earliest possible instance but in any case no later than 3 months after the original deadline concerned. The “**I**” grade will be converted to a regular grade, if the coursework is completed before the approved deadline; otherwise, the course instructor will submit a grade for the student that takes into account the absence of the coursework, or the “**I**” grade will be converted to an “**F**” or a “**U**” (Failure) depending on the grading basis of that course.
3. 科目成绩计为“**I**”时, 学生暂未获得该科目的学分, 成绩“**I**”不计入 GPA 的计算。  
A course with an “**I**” grade will not earn any credit and will have no effect on the calculation of GPAs during the temporary display period.

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:

延交作业信息

Information on the Incomplete Coursework

科目编号 科目名称  
Course Code: Course Title:  
作业类型 作业名称  
Assessment type (e.g. essay): Title of Coursework  
作业占成绩比重 作业原截至日期  
Weight of the Coursework (e.g. 20%): Original Deadline

作业延交原因 (必须填写; 如适用, 请附有关证明文件)

Reason(s) for Incompletion of Coursework (must be provided; please also submit supporting documents if applicable)

学生签名 日期  
Signature of Student: Date:

收集个人资料声明

1. 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。
2. 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。
3. 如在递交此表格后要查阅或改正个人资料, 请联系开课学院 (请浏览我校官网以获取所需联系方式, 官网地址 <http://www.cuhk.edu.cn/>)。

Personal Information Collection Statement

1. 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.
2. Information provided on this form may be transferred to other departments/ administrative units within CUHK(SZ) for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Course Offering School: (Please visit CUHK(SZ) website at <http://www.cuhk.edu.cn/> for the necessary contact information)

For office use only

Endorsement by the Course Instructor	Endorsement by the Course Offering School	Approval by the Director of Registry Services
I *endorse / not endorse the student's application	I *endorse / not endorse the student's application	I *approve / not approve the student's application
Signature Date (Printed Name: )	Signature of Dean/ Programme Coordinator Date (Printed Name: )	Signature Date
Deadline of Delayed Submission:	Deadline of Delayed Submission:	Deadline of Delayed Submission (if different):

\* Please delete as appropriate