

香港中文大学(深圳)
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN
教务处
Registry Office
逾期退选本科课程科目申请表
LATE COURSE DROP FORM FOR UNDERGRADUATE COURSE

Term 1

2021-22

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.
- 学生应先咨询有关老师意见，再递交此表至**教务处**进行审批。
Student should approach the course teaching staff for advice, then submit this form to the **REGISTRY OFFICE** for approval.
- 教务处会核验申请材料的真实性。根据本科生总学则 15.0 条例，学生在提交中大(深圳)或中大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。
Registry will verify whether or not the statements and supporting documents provided by applicants are genuine or not. According to the Clause 15.0 in the General Regulation Governing Undergraduate Studies, a student who violates rules and makes misrepresentations or false statements in any application or document submitted to CUHK(SZ) or CUHK shall be disciplined by the Academic Board, or other disciplinary committees, in accordance with the nature and gravity of the offence.

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 学分 修读学期
Course Code: _____ Units: _____ Course taken in: _____

科目名称 授课老师
Course Title: _____ Teaching staff's 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，并在必要时寻求学生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，请联系教务处：(电话：8427 3626，传真：8427 3691，邮箱：registry@cuhk.edu.cn)。

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 Registry Office.
(Tel. No.: 8427 3626, Fax No.: 8427 3691, e-mail address: registry@cuhk.edu.cn)

For office use only

Approval by Director of Registry Services

I *approve / not approve the student's application.

Signature

Date

* Please delete as appropriate