

Form CAR 27

Application for Adjusting Study Load for Students on Academic Probation

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.

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Programme Code Stream Code

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II. APPLICATION DETAILS

(a) I am on academic probation since my Grade Point Average (GPA) is _____ in Semester **One/ Two/ Summer Term** * in the Academic Year 20____/____, and the following is my intended study plan for Semester **One/ Two/ Summer Term** * in the Academic Year 20____/____.

Subjects Registered Currently/ to be Adjusted					(A)PL/ AA's Decision #		
No.	Subject Code	Subject Title	No. of Credits	Student's Proposal (Add/ Drop/ Keep)	Add/ Drop/ Keep	If Drop, Enroll in (Semester-Year)^	
1							
2							
3							
4							
5							
6							
7							
8							
Total No. of Credits to be Registered for the Semester:							

Students should consult their (Assistant) Programme Leader [(A)PL] or Academic Advisor (AA) for academic advice.
 ^ Please specify in which Semester-Year (e.g. Two - 2022/23) the student concerned has to take/ retake the compulsory subjects dropped in the current semester.

(b) Additional information (if any) _____

Signature of Student _____ Date _____

* delete as appropriate

III. FOR OFFICE USE ONLY

To be filled by (Assistant) Programme Leader/ Academic Advisor:

Maximum study load for the student is _____ credits

Met/contacted the student on _____

Not able to contact with the student within the one-week timeline

The student will take _____ credits (_____ subjects) in the semester.

Other comments (if any): _____

Signature of (Assistant) Programme Leader _____ Date _____
(Name: _____)

For study load exceeding 15 credits, approval has been sought from relevant authority on _____

Notification sent to student by _____ on _____

(For approved case) Computer record updated by _____ on _____

NOTES TO STUDENTS

1. Students will be put on academic probation in the following semester if their Grade Point Average (GPA) is below 1.70. The status of academic probation will be lifted once they are able to obtain a GPA of 1.70 or above at the end of the probation semester.
2. Students on academic probation are required to take a reduced study load as determined by the Programme Administrative Hosting Division concerned to help improve their academic performance. They should seek academic advice from (Assistant) Programme Leader or Academic Advisor concerned to finalise the subjects and number of credits to be taken in the probation semester.
3. The application procedures are as follows:
 - i. complete Sections I and II of this form
 - ii. make an appointment with (Assistant) Programme Leader or Academic Advisor **within one week after the announcement of the assessment result** to discuss the study plan in the probation semester
 - iii. return the completed form with the decision of (Assistant) Programme Leader or Academic Advisor marked to the General Office of the Programme Administrative Hosting Division after discussion
4. You will normally be notified of the result of the application in writing within one week after submission the complete application. You may check the latest subject registration records via **my.HKCC/ my.SPEED Student Portal**. Students should attend classes accordingly.
5. If a discussion cannot be arranged within one week after the announcement of the assessment result, the Programme Administrative Hosting Division has the full discretion to decide the subjects and the number of credits to be taken by the students concerned.
6. Students will settle any outstanding fee or receive a refund of fee balance in accordance with the subject adjustment made during the add/ drop period. They will be notified of the payment matters via email about five weeks after the commencement of that semester. If any fee remains outstanding by the payment deadline, all subjects registered will be nullified. The student's registration on the programme concerned will also be declared null and void. On the other hand, a refund, if any, will be arranged by auto-pay to the student's bank account.
7. The current level of tuition fees is applicable for the normal duration of your programme. If you extend your study beyond the normal duration, adjusted fees, if any, will apply.
8. The information given in this form will only be used for processing this application.

General Offices of Academic Divisions

Division of Business and Hospitality Management (BHM)

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus,
9 Hoi Ting Road, Yau Ma Tei, Kowloon

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Division of Science, Engineering and Health Studies (SEHS)

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Road, Hung Hom, Kowloon

Telephone: 3746 0388

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Division of Languages and Communication (LC)

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Division of Social Sciences, Humanities and Design (SSHd)

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