

HONG KONG BAPTIST UNIVERSITY
Academic Registry
Undergraduate Studies Section
Application for Course Withdrawal

Notes:

Students may be granted approval for course withdrawal owing to the following unforeseen reasons:
 (1) physical problems which affect their class attendance and academic performance;
 (2) personal problems, e.g. sudden family or personal problems which deter them from normal class attendance;
 or
 (3) other reasons deemed acceptable to the course instructor concerned and the Academic Registrar.

* Students will be informed of the application result via email.

After seeking endorsement from the course instructor, students are required to submit the form to the Undergraduate Studies Section, Academic Registry before the deadline for course withdrawal for the approval of the Academic Registrar.

A. Declaration by Student

Name: _____ Student No.: _____

Study Programme: _____ Semester, Academic Year: _____

Reason(s) for Withdrawal: _____

Applicant's Signature: _____ Date: _____

Course(s) applied for Withdrawal:

Course Code	Section		Units	Course Instructor(s)	Recommendation & Signature of Course Instructor
	Lecture	Tutorial			
					<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Signature: _____
					<input type="checkbox"/> Recommended <input type="checkbox"/> Not recommended Signature: _____

Course approved for withdrawal will be assigned a 'W' grade which is not included in GPA calculation.

Total number of units enrolled in this semester after withdrawing from the above course(s): _____ units

B. Academic Registrar's Approval

Approved Not approved

Comments: _____

Signature: _____ Date: _____

For use of Undergraduate Studies Section

Application received on: _____ by: _____

Grade entry on: _____

Email to Major Department/Programme on: _____

Email to student on: _____ Checked by: _____

Personal Data (Privacy) Ordinance
Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, relevant data will be transferred to the student record system of the University.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Academic Registrar
Academic Registry
Room 701, 7/F
Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong
Kowloon