

## 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\_\_/ \_\_.

Subject(s) Registered Currently/ to be Adjusted					Decision of (A)PL/ AA #		
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							
<b>Total No. of Credits to be Registered for the Semester:</b>							

# 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

Having met/ contacted the student on \_\_\_\_\_

Not able to contact the student within one week after the assessment result announcement

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

Other comments (if any): \_\_\_\_\_

Signature of (Assistant) Programme Leader/ Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_  
(Name & Position: \_\_\_\_\_ )

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 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 to the CPCE Academic Registry.
4. You will normally be notified of the result of the application in writing **within one week** after submission of the complete application. You may check the latest subject registration records via the **my.HKCC/ my.SPEED Student Portal** and 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 are required to 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 or about three weeks after the commencement of Summer Term. If any fee remains outstanding after 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. Should you have to extend your study beyond the normal duration, the adjusted fees, if any, will apply.
8. The information given in this form will only be used for processing this application and/ or statistics purposes.

### CPCE Academic Registry

#### For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: [sp.car@speed-polyu.edu.hk](mailto:sp.car@speed-polyu.edu.hk)

Telephone: 3746 0900

#### For Associate Degree/ Higher Diploma programmes

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

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: [cc.car@hkcc-polyu.edu.hk](mailto:cc.car@hkcc-polyu.edu.hk)

Telephone: 3746 0900