# Application for Special Approval

This form should be completed and returned with supporting document(s) (i.e. the Student Copy of Academic Transcript highlighting the concerned course(s) for our reference) to the Faculty Office, 11/F, Jockey Club Tower, Centennial Campus, HKU or via email to socscug@hku.hk. [Navigation path: SIS Menu > Academic Records> Transcript (Student Copy)]

## Part A: PERSONAL PARTICULARS

<table>
<thead>
<tr>
<th>Name : ___________________________</th>
<th>University No. : ____________</th>
<th>Curriculum/ Year : ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Full name, surname first in block letters)</td>
<td>(E.g.: BSocSc II)</td>
<td></td>
</tr>
<tr>
<td>Declared Major(s) / Minor(s) : ___________________________</td>
<td>Latest CGPA : ____________</td>
<td>Mobile No. : ____________</td>
</tr>
<tr>
<td>HKU Email : ___________________________</td>
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## Part B: APPLICATION FOR SPECIAL APPROVAL

Please tick the appropriate box(es).

- (a) Overloading 36 credits in a semester (i.e. Total no. of enrolled credits: _____ in semester _____ of 20__-20__)  
- (b) Overloading 72 credits in an academic year (i.e. Total no. of enrolled credits: _____ in 20__-20__)  
- (c) Underloading 24 credits in a semester (i.e. Total no. of enrolled credits: _____ in semester _____ of 20__-20__)  
- (d) Exceeding 108 introductory level credits (i.e. Total no. of introductory credits: ____________)
- (e) Enrolling in an introductory course(s) in my final year of study (i.e. Year: ____; Course Code(s): ____________)
- (f) Leave of absence (i.e. from semester _____ of 20__-20__ to semester _____ of 20__-20__)  
- (g) Enrolling course(s) after Add/Drop period (i.e. Course Code(s): ____________ Subclass(es): ____________)
- (h) Withdrawing course(s) after Add/Drop period (i.e. Course Code(s): ____________ Subclass(es): ____________)
- (i) Others (please specify): ______________________________________________________________________

^ Exceeded credits shall be counted on top of the normal study load.  
# All applications shall be considered on a case-by-case basis after add/drop period of each semester.

Justification (please use an additional sheet if necessary):

Student signature : ___________________________ Date : ___________________________
Part C1: To be completed by the Associate Dean (Undergraduate Education) / Head(s) / Director(s) / Programme Director (BASc/BJ/BSW) / Programme Coordinator (China Studies) of Department / School / Centre

I. To: ______________________________________________________________

1 SUPPORT / DO NOT SUPPORT* the application.

Recommendation (if any): _____________________________________________

____________________________________________________________________

Signature: ___________________________ Date: ____________________________

(_________________________________)