Application for General Education Credit

1. The General Education Programme consists of a list of courses officially designated for General Education credit. In addition, some courses taken outside students’ study programme may be eligible for General Education credit. Students who wish to take courses not listed in the General Education Programme for the fulfillment of University General Education requirements must seek approval from the Core Curriculum and General Education Office before enrolling in the courses concerned by filling out this application form.

2. The completed form should be submitted at least TWO WEEKS prior to REGISTRATION REVISION of courses for each term (registration scheduled respectively in mid-August and mid-January). The Director of Core Curriculum and General Education will consider the application and inform the student concerned of the decision no later than the first day of class. The Core Curriculum and General Education Office will forward a copy of the approved application to the Registry for record-keeping purposes. The same course cannot be taken for credit in General Education and in a major or minor area of concentration.

3. The relevant course will not carry a course code denoting General Education as those listed officially as General Education courses, but it will be identified on the student’s transcript as having been taken for General Education credit.

4. Students should note that applications are considered on a case-by-case basis. Approval given should not be viewed as constituting a precedent. Students are advised to give detailed justifications in support of the applications.

Name: ___________________________________________ Student No. ________________

(in BLOCK letters)

Email Address: _______________________________ Contact Tel No.: ___________________

Programme: _______________ Stream: _______________ Year of Study: ______ (if applicable)

Course applied for GE credit: ____________________________ Course Code: ____________________________ Course Title: ____________________________ Term 1/2*, 20___-20___

Proposed GE Category: Category A/B/C/D*

Justifications/Remarks: ___________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

[Justifications should be given in support of the application, e.g. how the course concerned meets the aims and objectives of the General Education Programme, or specifically, the proposed category of General Education.]

Applicant’s Signature: ___________________________ Date: ___________________________

P.T.O.
Personal Information Collection Statement:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to and correction of personal data should be made to the Data Protection Officer of the University.

Office of GE’s Use

The course is approved/not approved* for General Education Category A/B/C/D* credit.

________________________________________________________________________

Director of Core Curriculum and General Education  Date

☐ Informed the applicant  ☐ Copied to the Registry

Registry’s Use

Student’s record updated by ___________________ on ___________________

March 2013