

LINGNAN UNIVERSITY

Declaration of / Application for Course Substitution / Notice to Retake Course(s) Master of Cultural Studies Programme

1. A student may apply for retaking a failed required course or a required course with grade C+ or below by a substitute course with prior approval in writing by the Academic Unit concerned.
2. A student may retake a failed elective course or a passed elective course with grade C+ or below by another elective course in a subsequent term. The student is required to register the substitution with the relevant programme office prior to commencement of the term.
3. Course grades for all attempts, inclusive of any course substitute will appear on the student's transcript, but only the final grade and weighted points obtained will be taken in the calculation of the student's GPA and graduation requirements.

(Detailed relevant stipulations are available in the Regulations Governing Taught Master's Degree Programme)

Name : _____ Student No. : _____

Year of Studies: _____ Email Address: _____

☐ I would like to apply for substituting the required course (Course code: _____ Course Title: _____ Original Course grade: _____) by the following course in the _____ Term of the academic year 20____ - ____: Course code: _____ Course Title: _____	Approved by: _____ Programme Director
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☐ I would like to register for substituting the elective course (Course code: _____ Course Title: _____ Original Course grade: _____) with the following elective course in the _____ Term of the academic year 20____ - ____: Course code: _____ Course Title: _____
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☐ I would like to notify Programme Office for retaking a failed course(s) or passed course(s) with grade C+ or below* in the _____ Term of the academic year 20____ - ____: Course code: _____ Course Title: _____ Course code: _____ Course Title: _____

* Please delete as appropriate.

Signature : _____ Date : _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Record updated by: _____ Date: _____

Copy to : ☐ The Student ☐ _____ ☐ _____ ☐ _____

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 personal data should be made to the Data Protection officer (DPO@LN.edu.hk) of the University.
- For update/correction of personal data, please contact the MCS Programme Office (mcs@LN.edu.hk).