Application for Change of Academic Curriculum and Graduation
(For students who have applied for graduation in current semester and would like to change their academic curriculum only)

Notes to Applicant:

1. Students who have submitted an application for graduation via AIMS previously but cannot graduate with the applied academic curriculum in this semester/term are advised to contact their academic advisor for assistance. Under such circumstance, a student may continue to study and defer graduation to a future semester; and must submit another application via AIMS in the appropriate semester/term of graduation.

2. In case a student would like to change the academic curriculum in order to keep his/her graduation term, provided the degree and home major requirements are met; he/she is required to complete and submit this application form to the Academic Regulations and Records Office (ARRO) before the deadline specified below:
   - for Semester A 2016/17: 25 January 2017
   - for Semester B 2016/17: 26 June 2017
   - for Summer Term 2016/17: 19 September 2017
   Late application will NOT be accepted.

3. Upon approval of the changes of academic curriculum specified in this application, the University will update students’ academic curriculum and audit their academic record to determine whether they are eligible for graduation or not.

4. This form is NOT applicable for students who did not submit an application for graduation via AIMS in current semester/term.

5. Please submit the completed form by email (as@cityu.edu.hk) or in person to the ARRO Service Centre. Enquiries can be made to ARRO via email at as@cityu.edu.hk or telephone at (852)3442 2300.

Graduation and Congregation

1. Students who have fulfilled all graduation requirements with the applied academic curriculum will receive an email notification after the announcement of College/School Examination Board decisions.

2. Graduates will be invited to attend the annual Congregation which will be held in November. Please visit the Congregation website for additional details in August/September.

Student’s Particulars

Student Name: ___________________________ Student No.: ___________________________

Home Academic Unit: ___________________________

Degree Code: ___________________________ Home Major Code: ___________________________

Second Major Code (if applicable): ___________________________

Minor Code (if applicable): ___________________________

Semester/Term applied for Graduation: Semester A/Semester B/Summer Term*, 20 __/__.

Day-time Contact Phone No.: ___________________________ Email Address: ___________________________

* Please delete where inappropriate
Please turn over to complete the form.
I. Proposed Academic Curriculum for Graduation

(Please tick the appropriate box(es) and specify the major/minor title in the space provided.)

☐ I would like to drop the 2nd Major in ________________________________, offered by Department/School of ________________________________.

☐ I would like to add the Minor in ________________________________, offered by Department/School of ________________________________.

☐ I would like to drop the Minor in ________________________________, offered by Department/School of ________________________________.

II. Application for Graduation (Subject to approval of the proposed academic curriculum stated above)

(Please tick the appropriate box(es) and specify the award title in the space provided.)

I would like to apply for graduation with the following curriculum upon successful change of my curriculum as requested above.

☐ Bachelor of ________________________________________________________

☐ Major in ____________________________________________________________

☐ Minor in ____________________________________________________________

☐ Others ______________________________________________________________

III. Verification of Personal Particulars

I have checked/updated my personal particulars in AIMS and confirm that the records of legal name, Chinese name, contact address and telephone number are correct.

_________________________ _______________________
Student’s Signature  Date

Use of Information: Information provided in this form will be treated strictly confidential and will be used by the University for checking of records only.

For Academic Unit’s Use on approving Add of minor (Approval is NOT required for Drop of second major/minor)

<table>
<thead>
<tr>
<th>Home Academic Unit’s Decision</th>
<th>☐ Application Approved</th>
<th>☐ Application Rejected</th>
</tr>
</thead>
</table>

Endorsed by Major Programme Leader ____________________________ Date

<table>
<thead>
<tr>
<th>Minor Offering Unit’s Decision</th>
<th>☐ Application Approved</th>
<th>☐ Application Rejected</th>
</tr>
</thead>
</table>

Endorsed by Minor Programme Leader ____________________________ Date

*Please check the box as appropriate.

(for ARRO Use)

Received and sent to respective ARRO staff by __________________________ Date: __________________________

Sent to respective Academic Unit by __________________________ Date: __________________________

Received from Academic Unit and updated student’s record by __________________________ Date: __________________________