**Form AR 150**

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**Study Load for Students on Academic Probation**

**(Not applicable to Research programmes and PolyU award programmes administered by SPEED)**

Please read the notes overleaf before completing this form.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **I. PARTICULARS OF STUDENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | | |  | | | | Student No. | |  |  | |  | |  |  | |  | |  | |  | |  | |  | | Day-time Contact Phone Number | | | | | |  | | | | | |
| **Programme:** | | | | |  |  | | | | | | | Programme | | | | | | | | | | | | | | | | | | Stream | | | | | |
|  | | | | |  |  | | | | | | | | | | | |  | |  | |  | |  | |  | |  | - | | |  | |  |  |  |
| Faculty/School/Department | | | | |  | Programme Title | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **II. STUDY PLAN AND ADVISING** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I am on academic probation since my Cumulative GPA is ***\_\_\_\_\_*** in Academic Year, 20***\_\_\_\_***/20***\_\_\_\_*** Semester ***\_\_\_\_\_***, and the following is my intended study plan. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Intended Study Plan for Academic Year 20\_\_\_\_\_\_/20\_\_\_\_\_\_ Semester \_\_\_\_\_\_*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Subjects Registered Currently:*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Academic Advisor’s**  **Decision**  **(Add/Keep/Drop)** | | | | | | | |
|  | **Subject Code** | | **Registered Subject** | | | | **Credits** | | | **Consecutive Subject (Y/N)** | | | | | **Study Load** | | | **DSR/GUR subject** | | | | | | **Student’s Proposal (Add/Keep/Drop)** | | | | |
| **1.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| **2.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| **3.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| **4.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| **5.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| **6.** |  | |  | | | |  | | |  | | | | |  | | |  | | | | | |  | | | | |  | | | | | | | |
| Total Study Load in the Semester: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | | | |
| (Additional Information, if any.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |

Signature of Student Date:

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| **To be filled by Academic Advisor:**  Maximum study load for the Department/Programme/Student is \_\_\_\_\_\_\_\_\_ credits.  ❒ Met the student on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).  ❒ Not able to contact with the student within the one week timeline.  The student will take \_\_\_\_\_\_\_\_\_ credits (\_\_\_\_\_\_\_\_ subject) in the semester.  Other comments (if any):  Signature of Academic Advisor Date:  Name of Academic Advisor  *(Please return the form to the General Office of your Department ASAP after the one-week timeline for updating the subject registration records for the student by end of the Add/drop period.)* |

**III. FOR OFFICE USE**

Action taken by Programme Offering Faculty/School/Department

❒ For study load exceed 15 credits, approval has been sought from relevant authority.

❒ Updated the subject registration records of the student concerned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

❒ Please upload the completed Form to the Student Record System for record ***(double check the Student No. before uploading the form)***; and an automatic email notification will be sent to student.

Important Notes to Students:

1. Students on academic probation are required to take a reduced study load as determined by the departments during the probation period to help improve their academic performance.
2. If the overall assessment results are announced before the Adjustment before Semester Commencement Period and Add/Drop Period, students on academic probation will not get access to eStudent Subject Registration function to adjust their subject registration records during the Adjustment before Semester Commencement Period and Add/Drop Period. Instead students should complete this form indicating their proposed study plans and take initiatives to make an appointment with Academic Advisors within one week upon announcement of assessment results to discuss the study plans.
3. Students should complete Parts I and II of the form and submit via
   1. Uploading to the Academic Advising function via eStudent ([www.polyu.edu.hk/student](http://www.polyu.edu.hk/student) > My Advisor > Academic Advising) [user guide is available at Help section of Academic Advising at eStudent]; or
   2. the General Office of the Programme Offering Faculty/School/Department in person.
4. After meeting with the Academic Advisors to confirm the study plans, departments will follow-up to update the subject registration records of the students for the semester concerned accordingly. Students will be notified by email of the updating and can check their latest subject registration records via eStudent. Students should attend classes accordingly.
5. If a discussion cannot be arranged within one week, Academic Advisors have the full discretion to decide the credits and subjects to be taken by the students.