

**Add/Retake/Drop Credits Application Form (超修/重修/退选申请表)**

\_\_\_\_\_Year\_\_\_\_\_Semester

学号 Student ID :	中文姓名 Chinese Name: 英文姓名 English Name :
课程 Course :	主修 Major :
电邮 E-mail :	联络电话 Contact No.:

**本学期选修之科目/Current Semester Subject :**

序 No.	科目编码 Subject Code	科目名称 Subject Name	类别 Type C/E/CC/CE	学分 Credit
<b>总学分 Total Credits:</b>				

**申请超修/重修/退选之科目 Add/Retake/Drop Subject:**

序 No.	科目编码 Subject Code	科目名称 Subject Name	类别 Type C/E/CC/CE	超修/重修/退选 Add/Retake/Drop	学分 Credit
<b>总学分 Total Credits :</b>					

申请者签名 Applicant's Signature:	日期 Date:
系主任/课程协调员批核 Approved by Head of Department/ Programme coordinator:	日期 Date:

**For Office Use:**

收银员 Cashier : _____	注册处 (课务组) /Registrar's Office (Academic Unit)
总费用 Total : RM _____	日期 Date :
日期 Date : _____	

**注意:**

- 1) 重修申请程序: 填妥后的表格须经各科系主任或课程协调员同意并签署认可, 后到财务处缴费, 再交予注册处 (课务组)。  
Retake procedure: The completed form must be approved and signed by the Head of Department or Programme Coordinator, and paid to the Finance before being handed over to the Registrar's Office (Academic Unit).
- 2) 重修费用/Retake fees:
- 学士课程: 每学分 RM350  
Bachelor Degree: RM 350 per credit
  - 2018年或之前入学的专业文凭、大学预科、证书及技职课程:
    - ✓ 在籍重修: 每学分 RM100+杂费
    - ✓ 延毕重修: 每学分 RM200+杂费
  - Diploma, Foundation, Certificate and Vocational Programme for 2018 or prior to admission
    - ✓ Retake: RM100 per credit + MISC fees
    - ✓ Retake for delay graduation: RM200 per credit + MISC fees
  - 2019年或之后入学的专业文凭、大学预科、证书及技职课程: 每学分 RM250  
Diploma, Foundation, Certificate and Vocational Programme for admission in 2019 or later: RM250 per credit