

Rules and Procedures of Dual Major for For ALL Students Admitted on or before 2010/11 Academic Year (except students who participating Major Selection Exercise in Spring 2012)**A. For students who have successfully been in a second major program**

These students are those who have been selected by the second major departments right after their first major selection exercise at the end of their first year. Although no course registration priority in the second major courses can be given to these students, their second major departments may be able to pick them up from the waiting lists after the course registration exercise and allow them to register into the course(s) concerned during the add/drop period.

Students should note that their second major programs will not be shown in the transcripts/grade reports until they confirm their second major in their final term.

B. For students who are not in any second major program

These students are still able to graduate with dual program designation as long as they fulfill the graduation requirements of both programs. Please note however that the second major department will normally not make any special arrangement to help them get a place in the course(s) concerned.

ALL STUDENTS (I.E. BOTH CATEGORIES A AND B ABOVE) HAVE TO FOLLOW THE PROCEDURES AND RULES APPENDED BELOW IN ORDER TO GRADUATE WITH DUAL PROGRAM DESIGNATION:

1. Students have to officially declare for their second major through the school website by a specified deadline (normally end of add/drop period + 3 working days) **in their final term**. By this time, students should have a clear idea if they can graduate with dual program designation.
2. Students' records will then be updated to show that they are studying in two program, e.g. BBA in Finance and Marketing, will **appear in their transcript** in the final term after they have officially declared for it.
3. When all grades are known at the end of their final term, students should calculate their own GGAs with and without dual program designation and decide if they want to withdraw from the second major program. Withdrawal should be done through the same website by a stipulated deadline at the end of their final term. Exact date will be announced for every term by e-mail and on this web page. Graduates in the winter/summer sessions will have different withdrawal deadlines, and the dates will be announced by the same channels.
4. For those who have declared their second major programs by the end of year-1, they still need to confirm their second major at the end of their final term.

5. By the time students mark their surplus courses, there might be some students, under very special circumstances, wish to withdraw from their second major program. If so, students concerned may take this final opportunity to withdraw from the second major program. The School, however, does not accept late second major declaration at this stage.
6. Students can withdraw from their second major program as detailed above. However, **STUDENTS ARE NOT ALLOWED TO DROP THEIR FIRST MAJOR. THOSE WHO WANT TO GRADUATE IN ANOTHER PROGRAM MUST DO THIS BY PROGRAM TRANSFER BEFORE EVERY TERM STARTS.**
7. All exercises have its own schedules, students should strictly observe the deadlines. Late application is not accepted.