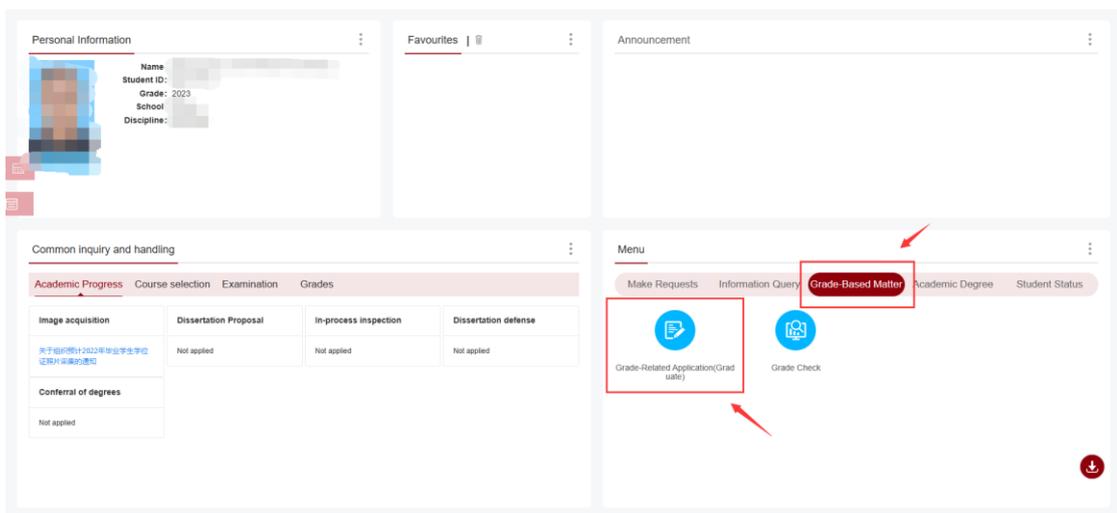


Instruction for Grade-Related Application

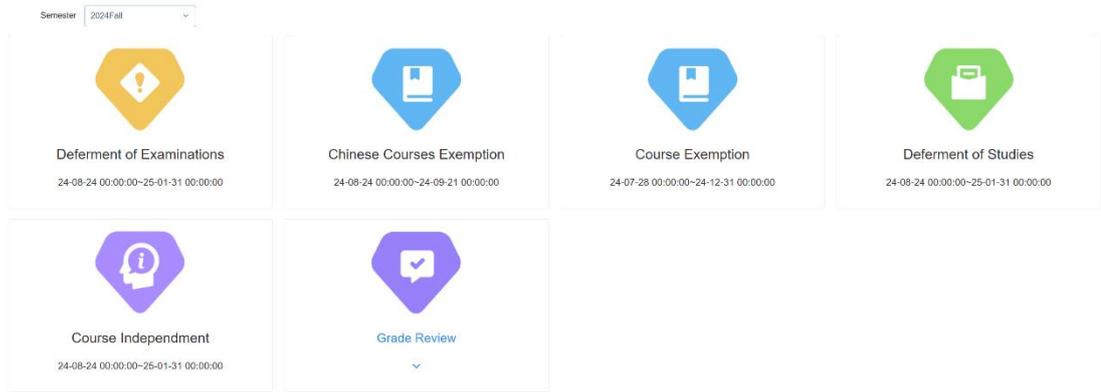
1. Login in to the website (<http://jw.hitsz.edu.cn>)



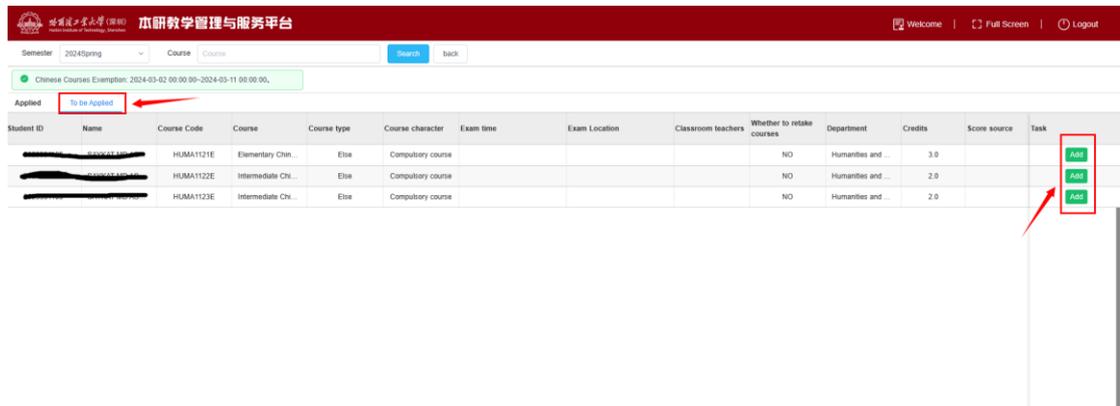
2. Select the button: Grade-Based Matter / Grade-Related Application



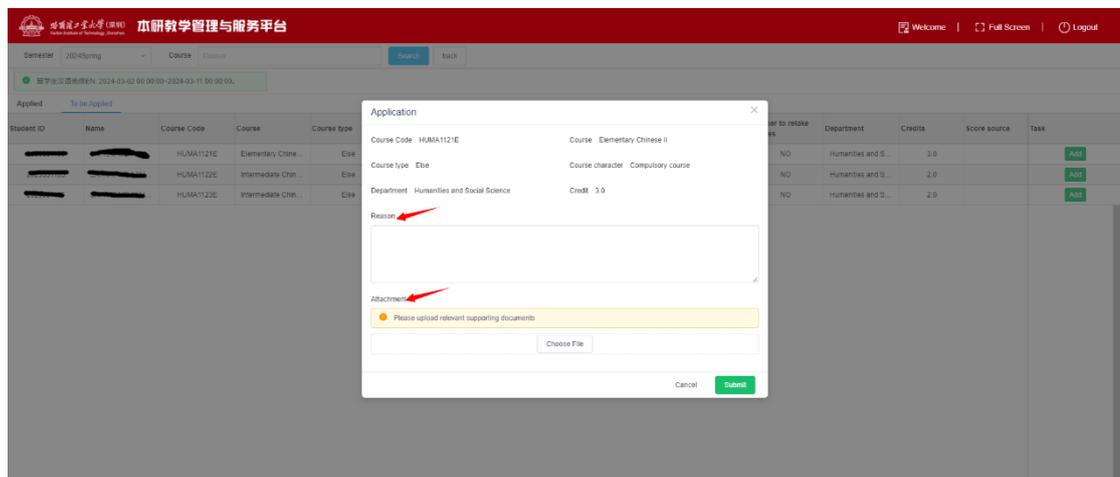
3. Select the category you need to apply for. (including Deferment of Examination, Chinese Courses Exemption, Deferment of Studies, Course Independent, Grade Review)



4. You can find all Courses on “To be Applied”. Then click the button “Add” to apply the course .



5. You should fill in as required according to the regulations, and upload corresponding supporting documents.



6. After submitting, you can follow these steps to check the result .

After approval , it will automatically take effect. If not passed, it will become invalid.

The screenshot shows a web interface for a university's teaching management platform. At the top, there is a navigation bar with the university's name and logo, and options for 'Welcome', 'Full Screen', and 'Logout'. Below the navigation bar, there is a search area with 'Semester' set to '2023Fall' and 'Course' set to 'CHN4005'. A green notification box indicates a 'Course Exemption' from 2023-09-14 00:00:00 to 2023-10-07 00:00:00. The main content area is divided into three tabs: 'Applied' (selected), 'To be Applied', and 'Personal in-plan courses'. A table lists the application details for course CHN4005, including the student ID, name, submission time, and application reason. The 'Task' column contains three buttons: 'View', 'Print', and 'Recall', with a red arrow pointing to the 'View' button.

Status	Student ID	Name	Course Code	Course	Submission Time	Application reason	Attachment	Course type	Course character	Exam time	Exam Location	Department	Credits	Task
			CHN4005	Elementary S...	2023-09-22 9...			Public Degree...	Degree Courses			Humanities a...	2.0	View Print Recall