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[Registration Policies](#)

### Regular Registration

Students are required to complete their registration formalities before a semester starts. A student has to register in-person. The Admission Office shall notify the newly admitted students about the time and place of their registration. Students should consult their advisors for planning their courses and to be familiar with SU policies and procedures related to registration.

### Late Registration and Add-Drop of Courses

A student seeking to register after the scheduled date has to take permission of the concerned Coordinator/Head of the Department/Dean of the Faculty. A student given permission to register late has to pay late registration fee Tk. 500. A student may drop course(s) only within the date mentioned in the Academic Calendar with the approval of the Head of the department. Alphabet "W" as a dropping status of the student shall be imprint in the transcript.

### Students' Advising

Department/Faculty Advisors, prior to registration, shall advise students of the undergraduate and graduate programs. Students of undergraduate & graduate programs of the University have to register a minimum of 9 (nine) credits and 6 (six) credits respectively in a single Semester.

### Registration Procedures

Advising Forms shall be available at the concerned Department. A Completed Registration Form is to be submitted to the concerned Department.

### Prerequisite Courses

Prerequisite course(s) (if any), must be completed before registering for any particular course. Without the completion of the prerequisite course(s), students shall not be allowed to register course(s).

### Change of Program/Department

Students may change his/her program/Department by submitting written requests to the Concerned Heads of the Departments/Dean of the Faculty. If permitted by the Heads of the Departments/Dean of the Faculty, the Registrar's Office shall make the necessary change to the student's record.

### Minimum Attendance in the Class

Students are expected to attend classes regularly. A student would be required to attend at least 90% of classes in every course in order to sit for the Final Exam. If a student fails to ensure his required attendance, than s/he

shall apply to the concerned authority with proper bonafide documents.

### **Withdrawal of Course(s)**

Students, shall to “Withdraw” any course due to sickness or other unavoidable circumstances, must collect a form for “W” grade from the Registrar’s Office. Students have to collect signature(s) for endorsement of the respective course teacher(s) and submit it to the concerned Head of the Department for final approval. The duly approved application must be submitted to the Registrar’s Office within 7th day of the ending of the Mid-Term Exam (as per academic calendar). No tuition fees shall be waived or exempted for withdrawal of course.

### **Repeat & Retake of Course(s)**

Absence in Final Examination without permission from proper authorities of the University shall result “F” grade in the course. A student obtaining “F” grade in any course in any Semester University have to “Repeat” the course with full payment of tuition fee for that particular course. Students desiring to improve their grade(s) may again take up course(s) which are termed as “Retake”. Students of the University shall not be allowed to take after three consecutive semester of intended course to be improved.

**Fees for retaking course(s) are as follows:**

<del>“C” &amp; Above</del>	<del>25% of Tuition Fee for the course(s)</del>
<del>Below “C”</del>	<del>30% of Tuition Fee for the course(s)</del>

Eligible students shall be entitled to discount of tuition fee for a particular course once only.

### **Special Examination:**

If any student would miss any Mid-Term or Final Examination for valid reason, s/he would be allowed to sit for the exam special by paying additional charge of Tk. 500 for Mid-Term and Tk. 1,000 for final exam. To avail the opportunity student has to apply within 7 (seven) days after the completion the concern exam.

### **Semester Drop**

A student may drop a Semester only before Mid - Term Exam with valid reason(s). Students have to apply in writing to the respective Head of the Department for dropping the Semester. Applications for ‘Semester Drop’ shall only be approved on ‘Medical Ground’ for the students of undergraduate programs. For the students of graduate programs, approval shall be accorded either on the ground of ‘Transfer of Workplace outside Dhaka’ or on ‘Medical Ground’ wherever is applicable. If the case is found genuine by SU authorities, the student may be allowed to drop the current Semester after making payment of Semester Fee and an additional charge of Tk. 1000/-. After Mid - Term Exam, no application seeking to drop the Semester shall be entertained. In those cases, students may, however, apply for “I” (Incomplete) grade.

### **“I” (Incomplete) Grade**

“I” (Incomplete) grade is granted only in exceptional cases. “I” (Incomplete) grade may be assigned to students in special circumstances after Mid- Exam. A student must appear in the Exam in which he/she is given “I” grade within one month of the following Semester, otherwise “I” shall turn into “F” automatically. In case of absence of concerned course teacher from whom a student receives an “I” grade, the disposition of the case involving “I” (Incomplete) grade(s) resides with the concerned Head of the Department.

### **Internship/project**

As a partial fulfillment of the BBA program, internship/project is a requirement for the BBA students. It is of 15 weeks duration that is to be carried out in a business organization, usually in the relevant area of concentration under the guidance of a teacher. The intern shall submit an internship/project report on his work experience and the project work and shall defend it before a committee of 3 members.

### **Supervise Study System:**

If a particular course is not offered in a particular semester, the students, who have 20 credits remain out of his total credits, University be allowed to take supervise study under a teacher of that field selected by the department. Maximum number of students University not exceed 6 (six) in a particular course under Supervise Study System. The courses taken under Supervise Study System should be completed within the semester in which the registration of courses has been made. If the courses are not completed within the scheduled semester, concerned students shall be given “F” grade for the respective Supervise Study courses.

### **Academic Probation**

A student would be required to earn a minimum CGPA of 2.25 for Undergraduate Program and 2.50 for Graduate Program for achieving the Degree. A minimum CGPA of 2.00 or above is required to stay in good academic standing. If a student’s CGPA falls below 2.0 at any time, he/she shall be placed on academic probation. The student must come out of probation within next three Semesters. Otherwise, he/she shall be

dismissed from the Program and shall not be readmitted.

### **Punishment for adopting Unfair Means**

Following types of punishment shall be meted out for adopting unfair means in any type of Test/Examination:

<del>Adopting Unfair Means for the 1st time</del>	<del>Course Expulsion</del>
<del>Adopting Unfair Means for the 3rd time</del>	<del>Expulsion from the University</del>

### **Course Waiver**

Applications for course waivers shall be produced before Course Committee of SU at the very beginning of first semester with previous detailed syllabus of the intended course to be waived. Waiver is applied for graduate programs.

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