



## Application Form for Improvement (Please submit this form to the Department)

Student Name (as per last degree certificate)	
Registration No.:	
Department :	
Programme:	
Contact Number :	

**Improvement Rules:** The provision for improvement of grades applies to those only who obtained a grade C or lower in any course. Such candidates may be allowed to improve their grades **by surrendering the earlier grade obtained by him or her.** This provision for improvement of grades in any semester final examination can be divided into two categories.

**Category A:**

1. For grade improvement purpose, the student will be allowed to repeat a maximum of **four** courses for **four-year** programs and a maximum of **five** courses for **five-year** programs.
2. For availing such provision of grade improvement a candidate will apply to the Controller of the examinations through the Head of the respective department with a fee of Tk. 3,000/= (Three Thousand Taka only) per credit hour. A student may apply for such provision any time during his or her study in University of Asia Pacific but not beyond two weeks after the publication of his/ her final semester results.

**Category B:**

1. A cumulative grade point average (CGPA) of minimum 2.25 is required for graduation. A candidate whose CGPA is below 2.25 shall have to increase his or her CGPA to the minimum requirement within two consecutive semesters failing which S/he shall be placed under academic provision
2. Candidates requiring to increase their CGPA under this category shall apply to the Controller of Examinations through the Head of the Department concerned with the payment of Tk. 3000/= (Three Thousand Taka only) per credit hour.

Information for improvement subject(s)				How many subject you have improved till to date? (if any)	
Course & Code	Credit hours	Present Grade	Semester	Course & Code	Semester

I agree with the above mentioned rules	Recommendation by Head of the Department	Verified by Examinations Section	Approved By DCE
Student Signature Date:	Signature with seal Date:	Signature with seal Date:	Credit hours: Semester:  Signature with seal Date:

The student attached the required payment slip with this application and I have completed his/her registration for improvement	I have completed his/her posting for the improvement bill
Signature of DAO/DAAO with seal Date:	Signature of F&AO with seal Date:



**Student Copy**

Student Name :	Semester for improvement	Improvement registration done for ..... credit hours
Registration No:		
Department:		Signature of DAO/DAAO with seal