ASA University Bangladesh
Faculty of Business

Program: BBA  Batch: 18th (131)  Spring-2015 (7th Semester)

Name of the Student: ---------------------------------------------------------------

Student ID: ------------------------Section: --------No of courses completed:------

Cell No: -------------------------- CGPA: ---------

<table>
<thead>
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<tbody>
<tr>
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<td>Banking, Insurance and Risk Management</td>
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<td>ECO-232</td>
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<tr>
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Total Credit Hours 12

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**Attention: The Students**

- The students must display their ID Cards while entering University Campus, Library and Laboratories. Smoking is strictly prohibited at ASAUB premises.
- A student who will not avail all the offered courses in a semester shall be ineligible for any scholarship, tuition fee waiver etc.
- Students shall have to complete online registration process from their own account accordingly, within the stipulated time announced by the authority
- Course(s) and semester drop will be allowed within the first two-weeks from the commencement of classes in each semester. 50% tuition fee will be charged for withdrawing course(s) within the consecutive two weeks after the first two-weeks from the commencement of each semester. After that time, 100% tuition fee will be charged for withdrawing course(s).
- No grade will be shown in the 'Academic Transcript/Grade Sheet' for dropped course(s) but 'W' shall be shown for the withdrawn course(s) in the 'Academic Transcript/Grade Report'. However, 'W' will not be incorporated while calculating GPA and CGPA. If the last day of the first two-weeks from the commencement of a semester or, if the last day of the consecutive two weeks from the commencement of a semester , falls on Friday / holiday, the students will have to apply on the day before that particular Friday/holiday for availing the opportunities mentioned above.
- If any student fails to sit for any Mid Term Examination and Final Examination for unavoidable reason(s)*, he/she will get the opportunity to sit for the Make-Up Mid Term Examination and Final Examination on payment of Tk 1000/= & Tk 1500/= per course respectively.
- Grade 'I' may be given to a candidate when s/he fails to appear at the semester final examinations only for reasons* beyond his/her control at the end of a semester who has completed all other requirements except the Final Examination. The student has the responsibility to register for Make-Up within 07 working days and to sit for Make-Up exam within 12 working days of the publication of semester final result. If action is not taken within, the stipulated time the 'I' grade will automatically be converted into "F".
- If any student fails to register for 3 consecutive semesters, his/her admission will stand invalid and will have to re-register for the new admission on payment of Tk 10,000/= or equivalence amount of his/her Admission fees as Renewal fee.

In case of retaking a course, a student will have to pay full tuition fee of the concerned course. Course(s) with grade(s) less than B may be retaken to improve the relevant grade. When a course is retaken, the previous grade will be automatically replaced with ‘R’ grade. Students, failing in a course, will be allowed to retake that course twice at the most on payment of course fee.
- A student must maintain an academic standing with a CGPA of at least 2.00 for earning degree. Students with CGPA / GPA of less than 2.00 will be placed on probation.
- Transcripts to the students and guardians will be available in online software after publication of results at the end of each semester.
- Students will have to pay semester fee and take registration for enrolling in thesis/project/internship/dissertation.
- Extra-Curricular Activities Fee is Tk. 500 per semester for all students.

*Severe Sickness/Accident/Death of Family Members /any other cases beyond his/her control.

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**Registrar**
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Students Signature & Date

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Authorized Officer

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