



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

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

### Improvement of grades:

1. The provision for improvement of grades applies to those only who obtained a grade B+ or lower in any course. Such candidates may be allowed to improve their grades by surrendering the earlier grades obtained by them.
  2. For grade improvement purpose of undergraduate programs, a student will be allowed to improve a maximum of four courses for four-year programs and a maximum of five courses for five-year programs.
  3. For all graduate programs, a student will be allowed to improve a maximum of two courses.
  4. For the final semester's student who has got a minimum CGPA for graduation may improve grade within the next semester.
- For availing such provision of grade improvement, a candidate shall apply to the Office of the Controller of Examinations through the Head of the Department with a fee of Tk. 4,000/- (four thousand) only per credit. This payment will be extra with the regular semester fees.. A student may apply for such provision any time during his/her study period in the university but not beyond two weeks after the publication of his/ her last semester results.

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 :  Registration No:  Department:	Semester for improvement	Improvement registration done for ..... credit hours   <div style="text-align: right;">Signature of DAO/DAAO with seal</div>
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