



**North South University (NSU)
Academic Information and Policies
2023**



Academic Advising

Each new student is assigned an academic advisor at the beginning of the school year. The academic advisor assists the student in defining educational goals to be reached; provides information regarding curricula, courses, careers, and graduate programs; and discusses personal problems the student may have, especially those related to the student's academic progress and plans for subsequent pursuits. Students are expected to schedule appointments with their advisors before pre-registration and at other times throughout the semester as needed.

Students will be billed as they advise courses each semester. If a student decides not to continue a semester after advising, he/she should drop the course(s) within the deadlines given in the academic calendar. Otherwise, she/he will be billed for the advised courses.

Students must inform their advisors of any special needs or deficiencies, which might affect academic performance, or selection of courses. Students are expected to know academic policies, procedures, and degree requirements and to remain informed about their progress in meeting these requirements.

Students are encouraged to seek assistance as needed from the advisor and student support services provided by the University.

Academic Calendar

North South University offers two academic terms in each academic year in the semester system as below

Spring: January to June
Summer: July to December

The University offers three academic terms in each academic year in the trimester system as below

Spring: January to April
Summer: May to August
Fall: September to December

Academic Fresh Start

North South University policy does not allow students to establish a new academic record. Students readmitted into the University or reinstated into a program start with the same record in the same state as when they were dismissed or when they left. Thus, a student with a CGPA of less than 2.0 at North South University will be on probation from the date of readmission or reinstatement. Once a student is dismissed ('excluded') from the University, he or she will not be allowed to initiate academic fresh start. The rules of academic probation, suspension, and dismissal are applicable to all students.

Academic Honesty

Any means of unauthorized assistance in preparing materials which a student submits as original work is deemed to be cheating and constitutes grounds for disciplinary action. Instructors are expected to use reasonably practical means of preventing and detecting cheating. Any student judged to have engaged in cheating might receive a reduced grade for the work in question, a failing grade in the course, or such other lesser penalty, as the instructor deems appropriate. Serious instances may be referred to the Disciplinary Committee in the Office of the Vice Chancellor.

Academic Probation and Dismissal

Students with a CGPA of less than 2.00 in the undergraduate programs are placed on probation. Students on probation are allowed a maximum of three semesters to raise their CGPA to 2.00. Students who fail to achieve a CGPA of 2.00 within three semesters are dismissed ('excluded') from the University in the fourth semester.

Students with a CGPA of less than 2.50 in the graduate programs are placed on probation. Students on probation are allowed a maximum of three semesters to raise their CGPA to 2.50. Students who fail to achieve a CGPA of 2.50 within three semesters are dismissed ('excluded') from the University in the fourth semester.

Academic Progress

A student must pass all 100 level courses required for the preferred degree by the third semester after admission. Otherwise, a student will not be allowed to register into higher level courses until that student passes all the 100 level courses required for a preferred degree. The only exceptions to this are the English courses.

A student who fails to pass a required 100 level course in two attempts will not be registered into any other course, except English, until that student passes the failed course.

A student must fulfill English requirement i.e. a student must pass ENG105 by the fourth semester after admission. Failing this, the student will not be allowed to register into other courses until the English requirement is fulfilled.

Students will be allowed to register in contravention to these rules only when such requests are authorized by the Chair of the department and forwarded to the Office of the Registrar.

Adding and Dropping Courses

Students who seek to add or drop a course are recommended to do so but they should confer with their advisor first.

The last day for dropping a course without a record entry (i.e.W) is the end of the third week of the semester. The grade W will be entered on the academic record for courses dropped between the ends of the third and the twelfth weeks. After the twelfth week of the semester no courses can be dropped.

The instructor may drop students from a course after two weeks of the semester if the latter have

neither attended any of the scheduled class meetings nor notified the instructor of their intent to drop the course. For purposes of this procedure, registration and payment of tuition for a course does not constitute sufficient notification of intent to take a course.

With the permission of the academic advisor, students may add a course, by re-advising, during the first week of the semester if space is available. During the second week of the semester, the authorization of the course instructor is also necessary to add a course. After this period no courses can be added for the semester.

Application for Degrees

Candidates for graduation must file an application for graduation with their respective departments after completing all requirements. Candidates must fill up a prescribed form which is available online.

Auditing Courses

Students may audit courses, i.e., attend without submitting assignments, taking tests or receiving grades or credits with the permission of the instructor when space is available. Courses that require use of computer lab or electronic devices may not be audited due to the high demand on the equipment and instructor's attention. An audit course is not recorded on the academic record. Students should not register for courses they wish to audit. Tuition and other fees will be assessed for audited courses.

Change of Degree Program

In general, a student should raise his/her CGPA to 3.00 in 3 semesters and should complete 27 credits in the current program of study to change his/her department/ program of study.

Students seeking to change their degree program must submit a written request to the Chair of the department. Upon judging the merit of the application on a case-by-case basis, recommendation of the Chair of the academic department to which the student intends to change on the basis of CGPA and credits completed, the Office of the Registrar shall make the necessary changes to a student's record.

Careful consideration of program/major changes should be undertaken by students who are in their junior or senior years, as requirements for the new major may require additional credits and extend the time for completion of their degree.

Class Attendance

A student is expected to attend all class meetings in a course. It is the responsibility of the instructor to inform the student of the consequences of absence from class. It is the responsibility of the student to keep instructors informed regarding absences from classes. A student who knows of necessary class absences should consult instructors in advance. A student who misses a class is not excused from obligations to instructors. Instructors will determine the manner in which assignments and exams missed may be made up. A student may be dropped from a course for absence in three consecutive classes.

Code of Conduct

North South University strives to maintain a healthy academic atmosphere on its campus. The students are expected to do their part in achieving this goal by attending classes regularly, making appropriate use of all campus resources in a way as to enhance their academic achievements, maintaining discipline, keeping the campus clean and being good neighbors and models of good citizenship. Copies of the North South University Code of Conduct are available at the Proctor's Office.

Course Exclusion

1. Students will be allowed to exclude courses only after completing 80% of required credits.
2. Students will not be allowed to exclude core courses.
3. Students will not be allowed to exclude courses in order to improve CGPA for the purpose of avoiding probation, changing department or availing financial aid.
4. After a student has changed department/ program, he/she will be allowed to exclude courses not required by the current department/ program.
5. Inclusion of already excluded courses will be discouraged.

Course Load

In the semester system, twelve and a half hours of lecture per week is the normal load for a 120-credit undergraduate program. Each week there will be assignments, homework and exams. In addition, the faculty will hold help sessions and/or tutorials, thus raising the contact hours. Students will have access to the Computer Lab/ Library to prepare on their own papers and other assignments under some supervision for up to an additional 24 hours each week. For one hour of instruction, students are expected to study outside classroom for two hours. A student can graduate with the requirement of 120 credits in four years assuming no absences.

Course Registration

Students are responsible for fulfilling all requirements of the degree program in which they are admitted. They should consult with their advisors in planning their course schedule and be familiar with North South University policies and procedures related to registration for courses and graduation requirements. No registration is complete until all tuition and other fees are paid.

Credit Transfer

A student may transfer a maximum of 50% of the credits earned at previously attended colleges and universities toward North South University degrees. Transcripts from all previously attended institutions must be submitted. Only credits on which a student has earned the grade C or above will be transferable to North South University. For purposes of transferring credits, Directors of programs and Chairs of departments will determine equivalence of courses and may also refer to the departmental Equivalence Committee, if needed. Transferred credits and grades are not included in calculating the CGPA at North South University.

Disciplinary Committee

Faculty, students, and staff may invoke the Disciplinary Committee in the Office of the Vice

Chancellor by a written report of an offense or grievance. The Disciplinary Committee will act independently to ascertain facts. Consequent to the findings of the Disciplinary Committee, existing North South University rules and policies will be enforced. The Disciplinary Committee will not change or modify North South University rules and policies.

Degree Completion Deadline

An undergraduate degree must be completed in six (6) years from the date of enrolment. A graduate degree must be completed in four (4) years from the date of enrolment. Any exception to the above must be approved by the Academic Council.

Duration of Internship

For fulfilling degree requirements, students should be interned in organizations ideally for eight to ten weeks allowing two more weeks for writing reports.

Excluded Student

The following guidelines should be adhered to:

1. An 'Excluded' student will be considered terminated from the university.
2. An 'Excluded' student will not be allowed to readmit.
3. An 'Excluded' student will not be allowed to start afresh with a new NSU student ID (by taking admission test again).
4. Admissions Office must cross-check every application to ensure that there is no admission application submitted by an 'Excluded' student.

Final Examinations

A final examination period is scheduled at the end of each semester. The Controller of Examinations assigns sections of each course an examination date, time and place during the final examination period.

Full time/Part time

A student must carry at least 15 credits per semester to be considered full time. A student registered for less will be considered part time. Though students may be classified full time while taking 15 credits, they may not expect to graduate in four years unless they increase their course load or attend all semesters during the calendar year.

General Student Policies

Policies on student behavior, plagiarism, falsification of records, etc. are available in the Office of the Registrar.

Good Academic Standing

A student whose cumulative GPA is equal to or greater than 2.00 is in good academic standing.

Internship Requirement

It is preferred that students registering for internship should have completed all course works. Students must complete at least 100 credits to be eligible for internship. Students shall not be registered into any course during internship.

Late Registration

Students must register for courses during scheduled registration period. A student who seeks to register after the first day of classes in a semester must obtain permission from the department Chair. Those students who are given permission to register late must pay a late registration fee.

Medium of Instruction

English is the medium of instruction. Since many students come from Bengali medium, the University offers remedial courses to increase their proficiency in English. The number of remedial courses a student is required to take is determined on the basis of the Admission Test. North South University strictly requires the student to pass the English remedial courses before taking other courses. Depending on the number of English remedial courses it may take more than four years for a student to graduate with a bachelor's degree.

Overload

Students who wish to register for more than regular course load per semester must obtain written permission for an overload from the relevant authorities.

Readmission

North South University students who are in good academic standing, but do not register for two consecutive semesters without notice must submit an application for readmission. When such students have attended other colleges and universities during their absence from North South University, they must submit official transcripts along with their application. A fee is assessed for students who apply for readmission.

Readmission from Academic Dismissal

North South University students who have been dismissed ('excluded') from the University cannot apply for readmission.

Responsibility to Know and Comply

Students are held individually responsible for the information contained in the North South University Catalog. Failure to read and comply with University regulations will not exempt students from whatever penalties they may incur.

Retake Policy

The retake policy is as follows:

1. A student may retake a course if the grade in that course is B (plain) or lower.
2. The best grade obtained in this course will be counted for CGPA calculation.
3. A student will normally be allowed to retake a course three times. After that (when the course is to be retaken for the 4th time), he/she will be required to take approval from the Vice-Chancellor.

Right to Change Rules

The University reserves the right to modify or change requirements, rules, and fees. Such regulations shall go into force whenever the proper authorities may determine.

Right to Dismiss Students

The right is reserved by North South University to dismiss or exclude any student from the University, or from any class or classes, whenever, in the interest of the student or the University, the University administration deems it advisable.

Student Classification

A student is classified as a freshman, sophomore, junior, senior, and graduate. This is normally a measure of the years of attendance (one class per year). However, an increase in credits earned during one or more semesters may result in an accelerated classification. Thus, it is more accurate to designate class standing in accordance with credits earned.

The following table of credits earned is used to establish class standing:

<u>Credits earned</u>	<u>Class</u>
0 - 30	Freshman
31 - 60	Sophomore
61 - 90	Junior
Over 90	Senior
Earned bachelor's degree	Graduate

Student Identification Cards

All students receive photo identification cards (RFID Cards) with their student ID numbers. These cards are used for various purposes such as entering campus, attending classes, and using the library and computer services. Replacement of a lost or damaged card has a processing fee.

Withdrawal from the University for a Semester

A student who wishes to withdraw from the University for a semester (dropping all courses for the semester) must do so by contacting the Office of the Registrar. Notification to an instructor is not adequate. Withdrawals will not be authorized after the sixth week of the semester except in the case of verifiable non-academic hardships if approved by the Chair of the concerned department.

A statement will be entered on the withdrawing student's academic record reflecting the official withdrawal. Grades of F will be recorded for students who abandon their courses without officially withdrawing for the semester (semester drop) from the University.