

# Academic Regulations

## Undergraduate

### 1. Registration for Courses

1.1 Registration for courses must be in accordance with the plan set forth by the university and must be approved in advance by the student's academic advisor.

1.2 Students must register together with paying all tuition and fees, taking all the steps at the times stipulated by the university. If this is not done the student will not have the right to register. Any student who does not fully comply with these regulations will not be considered as having registered. Furthermore, any student who has not fully complied has 4 weeks to comply after the normal registration date. After that the student will not be allowed to register under any circumstance.

1.3 Students must comply with the following registration procedures each semester:

1.3.1 Ordinarily students must register for not less than 9 credits and not more than 22 credits per semester. In case the student registers for credits not in accordance with this regulation the student must have permission from the university.

1.3.2 It is absolutely forbidden for students to register for courses which have examinations scheduled at the same time as other courses for which they are registering. In any cases of such conflict the university will not take responsibility and the student will be required to desist from registering for one or the other of the courses without any refunds of fees, and the students may be awarded a W for such a course.

1.3.3 In cases of absolute necessity, as for example when the conflict occurs in the final semester before graduation and both courses are required according to the curriculum, the student must receive permission from the Academic Affairs division in advance in order to register for the courses (in which the examination schedules are in conflict).

### 2. Adding and Dropping Courses

2.1 Courses may be added to those for which the student has already registered during the first week of the semester, or during the first 3 days of the summer term.

2.2 Courses may be dropped [i.e. the students may decide not to take the courses] after a student has registered for them according to the following procedures:

2.2.1 The student must say they are dropping the course within the first week of the regular semester or within 3 days of the summer term. Those courses will not be recorded in the permanent record.

2.2.2 After the first week of a semester or the third day of the summer term a student must receive permission from the academic advisor, the instructor of the course and the head of the division or department in which the course is a part and the matter must be taken to the academic affairs and academic services offices at least 3 weeks before the first scheduled day of final examinations for a regular semester or at least 2 weeks before the first scheduled day of final examinations for the summer term. Students will receive a grade of W for such courses. Aside from these stipulations students will not be permitted to drop courses.

## **3. Department During Examination**

3.1 Students must come to the examination on the day, hour and place appointed by the university. If a student misses an examination without excuse, the student will not be permitted to take the examination at another time and the student will be given a grade of zero for the examination.

3.2 Students must wear the correct Payap University uniform or they will not be allowed to enter the room for the examination.

3.3 Student may bring into the examination room only these writing instruments that are needed for that subject. Students may bring a purse (or handbag) to be placed under their chair after being examined by the proctor.

3.4 Student must provide a student identification card, Thai citizenship card or passport [as proof of identity] to enter the examination room.

3.5 Students must enter the examination room at the appointed time. Students will not be permitted to enter later than the following times:

3.5.1 30 minutes after the start of a final examination.

3.5.2 20 minutes after the start of a mid-term examination.

3.5.3 10 minutes after the start of other examinations.

3.6 Students will not be permitted to leave the examination room before the following times:

3.6.1 35 minutes after the time the final examination begins.

3.6.2 25 minutes after the time a mid-term examination begins.

3.7 Student who need anything or have any necessary business during the examination must raise their hand and ask permission from the proctor [before leaving their seats].

3.8 Students must stop writing immediately at the end of the examination time.

3.9 Students who violate the regulations 3.2, 3.3, 3.7 or 3.8 will receive a warning for the first offense. Students who violate these regulations a second time will not be allowed to take any further examinations.

## 4. Request to Postpone an Examination

4.1 Students can request a postponement of either a mid-term or final examination for one of the following reasons:

4.1.1 Sickness or injury that makes taking the examination impossible. The student must have a letter from a doctor at a hospital which clearly explains the situation.

4.1.2 The father or mother of the student dies before or during the examination and circumstances prevent the student from appearing to take the examination.

4.2 The students must submit a request for one of the above reasons within seven days from the date of the examination to the teacher of the course for the matter to be considered.

4.3 Circumstances other than those specified above, which cannot be successfully resolved, should be submitted to the Vice President for Academic Affairs.

## 5. Grading

5.1 The university will establish times for grading of no less than once per semester. When the final grade for a course has been given that course will be considered to be completed.

5.2 Class attendance.

5.2.1 Students who attend a course for no fewer than 80% of the class hours will have the right to take the final examination. If a student has attended fewer than 80% of the class hours for a course but has more than 70 other behavior points they might receive consideration and be permitted to take the final examination.

5.2.2 If a student has attended fewer than 80% of the class hours for a course and is not permitted to take the final examination they may receive a grade of F, I or W, depending on the situation.

5.3 Letter grades.

5.3.1 The university gives the following letter grades:

Letter Grade	Value (per credit)	Meaning
A	4.0	excellent
B+	3.5	very good
B	3.0	good
C+	2.5	above adequate
C	2.0	adequate
D+	1.5	poor
D	1.0	very poor
F	0	fail

5.3.2 In addition to the letter grades, the instructor may assign other letter grade with the following meanings:

Letter grade	Meaning
I	Incomplete
W	Withdrawn
U	Audited (not for academic credit)
P	Pass
NP	Not Pass
IP	The grading is in progress
CE	Credits earned through an Examination
CS	Credits earned from a Standardized Test
CP	Credits earned from submitting a Portfolio
CT	Credits earned from assessing a Training

- The grade of I means that the student was not able to complete the coursework because of unavoidable circumstances. If the student completes the work with the following semester, not including a summer term, the grade of I will be changed to a regular letter grade. If the work is not completed in that time the grade of I will be automatically changed to a grade of F.
- A grade of W means that the student withdrew from the course with permission and will receive no academic penalty.
- A grade of U means that the student registered for the course without receiving any academic credit.
- A grade of P means that the student was able to do satisfactory work in the course, but will not receive credit toward the cumulative grade point average (GPA). The grades of P and NP are usually used for courses which a student must pass in order to have the prerequisites for other courses, or for subjects which the student is interested in studying without receiving credit.
- A grade of NP means that the student was not able to do satisfactory work in the course. (The grade of NP and P are calculated similarly)
- A grade of IP means that the grading has not yet been completed, or the results have not yet been sent to the registrar. A grade of IP will not be calculated into the grade point average.
- CE signifies that the student has passed the course by taking an examination provided by the university.
- CS signifies that student has passed the course by taking a standardized examination.

5.4 Only courses for which the student receives a regular grade (A, B+, B, C+, C, D+, D or F) will be included in the student's cumulative grade point average.

5.5. For every course in which a student takes a final examination and receives a final grade of D or better, it will be considered that the student has passed.

- CP signifies that the student has passed the course by earning credits from submitting a portfolio.
- CT signifies that the student has passed the course by earning credits from assessing a training, which is organized by a sector other than institutions of higher education.

## **6. Academic Evaluation**

6.1 An academic evaluation will be done for each student at the end of each semester.

6.2 The university will calculate a cumulative grade point average including every course for which the student has registered and received a regular grade (A, B +, B, C +, C, D +, D or F).

6.3 If a student registers to take a course more than once only the last grade they receive will count toward their grade point average.

6.4 If a student receives a grade in any course that does not meet the conditions of their curriculum they must retake the course until they meet the conditions.

6.5 the following formula is used in calculating the grade point average: the total of the numerical values of the grades given for all the credits for which the student has registered is divided by the total number of credits. The results are calculated to two decimal places without rounding off.

6.6 The grade point average is calculated in two ways:

1) The semester GPA is the total values of the grades given for that semester divided by the number of credits for that semester.

2) The cumulative grade point average is the total of the values of the grades given

## **7. Transferring Credits and Leaves of Absence**

7.1 In the event that a student wishes to have credits transferred, the student should follow the procedures in the “2553 Criteria for Transferring Credits for Bachelor Students”; credits can be transferred as follows:

1) Transfers of courses and course credits from studies taken within the system, in such instances as readmission to study, readmission in order to transfer programs of study, or transfers from other institutions.

2) Transfers from studies taken outside the system and/or studies taken at will.

7.2 In the event that a student wished to do inter-institutional study and transfer credits the student should follow the Payap University procedures outlined in the 2551 Regulations of Payap University Concerning Inter-Institutional Study.

## **8. Losing Student Status**

Students will lose their student status under the following circumstances:

8.1 Resign

8.2 Death

8.3 Graduation

8.4 The university may expel any student for gross violation of the rules of conduct of the university.

8.5 In the event that the student receives a prison sentence (unless it is due to negligence).

8.6 In the event the student does not register in a regular semester, does not take a leave of absence, and does not notify the university in writing within 60 days of the start of the semester.

8.7 The student takes more time than is specified in the bachelor's curriculum 2548. This is measured from the time the student first starts studies.

## **9. Graduation**

A student must meet these requirements before receiving a degree, associate's degree, or diploma:

9.1 The student must meet all the requirements according to the regulations and conditions of their curriculum. There may not be any general education or major courses for which they still have a grade of F, I, or NP. An exception is made for elective courses for which the student has taken another course in its place. The course in which the student received an F and the one substituted for it will both be counted in computation of the GPA. A replacement course can only count as replacing one other course.

9.2 The student must not take more time than is specified in the curriculum. This is measured from the time they first start study.

9.3 To receive a Bachelor's degree the student must have a total cumulative GPA of not less than 2.0, and also a cumulative GPA for the sum of all the core courses and all the major courses of not less than 2.0.

9.4 A student who has completed all the coursework for a Bachelor's degree, and has a GPA as specified (in 9.3 above) of less than 2.0 but not less than 1.75 will receive an associate degree.

9.5 A student who meets the requirements for a degree with honors will be considered to receive a Bachelor's Degree with Honors.

9.6 The student must have no unpaid fees or obligations to the university.

9.7 The student's behavior must be in keeping with the dignity of the degree.

9.8 Students who expect to graduate in any term must submit a form of intention to graduate at the time specified by the university to the Registration and Educational Services Office.

## **10. Graduating with Honors**

The university will consider giving a Bachelor's Degree with Honors to students with the following qualifications:

10.1 The student has completed all the courses in their curriculum and all the conditions of their department, and has never received a grade of F in any course.

10.2 The student has studied continuously and completed their curriculum within the time specified in the recommended study program of their department, with the exception of students who have participated in university student exchanges.

10.3 The student has not requested exemption from courses because of having studies similar courses in other institutions or transferred credits from other institutions, or been in a continuing education program; exceptions are made for students who have participated in university student exchanges, or students who has passed the course by taking an examination (CE : Credits from examination) provided by the university, or students who has passed the course by taking a standardized examination (CS : Credits from standardized test).

10.4 If the student has a cumulative grade point average of 3.5 or higher the student will be considered to receive a Bachelor's Degree with Highest Honors.

10.5 If the student has a cumulative grade point average of 3.25 or higher, but less than 3.50 the student will be considered to receive a Bachelor's Degree with Honors.

## **11. Registering for Graduation**

In order that documents and the commencement ceremony, including completing a personal history for graduates, can be completed the student should follow these regulations:

11.1 Those students who have finished their coursework and have the right to graduate according to the list published by the university shall report at the times stipulated by the university to request permission to participate in the commencement ceremony.

11.2 Students who have reported as required have the right to receive a diploma or to attend the graduation ceremony.

11.3 Students who apply for graduation privileges must pay the fee that the university stipulates.

## **12. Study for a Second Bachelor's Degree**

Students who desire to continue their studies for a second Bachelor's degree may do so according to the regulations of the Ministry of University Affairs regarding a second Bachelor's degree. These are the salient points:

1 The student must have the qualifications to apply for a second Bachelor's degree.

1.1 The student must have the qualifications specified in the regulations.

1.2 The student must have completed a Bachelor's degree or its equivalent from an accredited institution and have received an accredited degree.

2 Regulations for studying toward a second Bachelor's degree.

2.1 The student may be able to receive an exception from studying the general education courses in the curriculum of the second degree. If, after consideration, it is decided that the student lacks knowledge in the general education courses they may be required to study those courses, but the credits will be counted separately and not included in the cumulative grade point average.

2.2. The student must register for courses including not less than 25% of the total number of credits in the second curriculum.

2.3 Courses which the student has already studied in the curriculum of the original degree must be considered for transfer into the second curriculum.

2.4 In order for a course to be considered for transfer to the second curriculum, three quarters of the course content must be the same as the content of the course in the second curriculum. The student must have received a grade of no lower than C in the course.

2.5 If the university feels that the student does not have adequate knowledge in the basics of the second curriculum the university may require the student to take those [basic] courses.

3 Length of student for the second degree: the total length of study for the second degree may not be longer than twice the length of student stipulated for the course of study, beginning with the start of study.

4 Consideration of comparison and transfer of courses must be done according to "the regulations of the university regarding the transfer of courses 2553".

## **13. Assembly**

Assembly will be organized once a week for enhancing morality, ethics and living skill. It is for all freshman, sophomore, junior and senior. Students can attend an assembly for 3 hours once every semester and it will be recorded into the transcript.

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