



มหาวิทยาลัยหอการค้าไทย  
University of the Thai Chamber of Commerce

To: Dear all students  
Re: GPA Regulations  
Date: April 7, 2009

According to UTCC's student regulations, the following aspects will be applied starting from the second semester of the student's first year.

- 1) **ALL students must maintain a cumulative GPA of 1.50 or above in EVERY Semester or they will be academically retired.**
- 2) **ALL students must not have a cumulative GPA between 1.50 to 1.75 for two consecutive semesters or they will be academically retired.**
- 3) **ALL students must have a cumulative GPA of 2.00 or above in their final years or they will not be able to graduate**
- 4) **ALL students that have a cumulative GPA of below 2.00 will be placed on Academic probation in the next semester.**
- 5) **Students in Academic probation can take a maximum of 15 credits ( 5 classes) per semester in Semester 1 and 2 but can add credits by making a request to Registrar**
- 6) **Students in Academic probation can take a maximum of 6 credits ( 2 classes) per semester in Summer semester but can add credits by making a request to Registrar**

Sincerely Yours,

Ms.Thanita Kongrerk  
Director

Office of International Programs

**Regulations of University of the Thai Chamber of Commerce  
Academic credit system at Bachelor degree level  
2002**

Understanding the significance of establishing a standard grading system at bachelor degree level, at the University Council 213<sup>th</sup> meeting on Friday 16 August B.E. 2545(2002) UTCC resorts to the Article 33 of the Private Higher Education Institutions Act of B.E. 2522 (1979) and the Amended Act (No.2) of B.E. 2535 (1992) to impose the regulations concerning credit system for academic performance.

**Section 1.** The following document is called "The University of the Thai Chamber of Commerce's Academic Regulations"

**Section 2.** This edition of "The University of the Thai Chamber of Commerce's Academic Regulations" has been in effect since 2002.

**Section 3.** All the earlier editions of the University's academic regulations and announcements are superseded by this edition of academic regulations.

**Section 4. Academic System**

4.1 The regular academic year is divided into two semesters of fifteen weeks each including the examination period. A semester hour of credit represents one class period (one hour) per week. A summer semester of eight weeks may be offered with the equal class period as a regular semester.

4.2 Three summer semesters is equivalent to one regular semester.

4.3 The term "credit" refers to a unit of study time scheduled by the university. One credit corresponds to one hour a week of lecture or recitation throughout one semester. In addition, students are expected to spend no less than twice of the time spent in the classroom for class preparation and working on class assignments.

4.3.1 One hour of attending a class lecture or a class discussion per week corresponds to one credit.

4.3.2 Two hours of laboratory per week corresponds to one credit unless otherwise determined by the university.

4.3.3 Three hours of practical training corresponds to one credit.

4.3.4 Three hours of work on an assigned project or an activity corresponds to one credit.

## **Section 5. Prospective Student Requirements**

5.1 Applicants must be free from infectious diseases, or other handicaps that can hinder their study.

5.2 Applicants must not have a record of severe misconduct. They must testify to the university that they will be attentive to their study and be willing to comply with rules and regulations set by the university.

5.3 Undergraduate admission requires high school graduation or a high school equivalency certificate, a transcript showing all courses taken and grades received. Official certified transcripts of your previous academic records are expected. All records should be submitted in the native language, and credentials written in languages other than English must be accompanied by a literal certified English translation. Diplomas or certificates of government or university examinations must show the subjects passed and grades/marks received.

5.4+5.5 If the student graduates from a university or any other higher education institute, he must submit an official copy his diploma(s) and transcript(s) with his application form. His high school certificate or its equivalent may also be requested.

## **Section 6. Admission Process**

Typically all applicants must take the university entrance examination. The forms and the process of the examination are determined by the university and may vary from year to year.

The university council may admit individuals meeting the prospective student requirements above without taking some or any examinations.

For international students, the application process begins with the submissions of the application form along with the educational profiles (copies of degrees, certificates, transcripts, test results, etc.) and personal profiles (resume, passport copy, etc.) to Office of the University Registrar. Any documents not originally issued in English require official or notarized translations before they can be accepted.

## **Section 7. Registration**

Applicants who are admitted by the university must register in person at the place and on the dates determined by the university. An exception can be made only by the university's president.

## **Section 8. Transfer Admissions**

Applicants who wish to be considered for transfer admission must have maintained at least a 2.00 grade point average in 15 or more transferable credits completed after high school at an accredited two- or four-year institution of higher education, although this is no guarantee of admission. Applicants must submit official transcripts from high schools and each college previously attended.

An evaluation showing accepted transfer credits and a list of UTCC's course equivalencies are sent to students who are admitted. Evaluations are based on the majors students indicate on their applications. UTCC will make the final determination of which transfer credits are applicable to the degree.

Generally, the university accepts all college-level courses corresponding to those offered at the university. These courses must have been completed with a grade of C or better. Transfer students must receive credit from colleges or universities accredited by the Thai government or by the highest accreditation body.

## **Section 9. Registration**

9.1 Students are required to obtain an advisor's approval for registration. All students are encouraged to consult with the university's catalog concerning course registration each semester.

Generally, before taking a certain course, students must either take or pass the prerequisite courses—if any—depending on the faculty's curriculum. Nevertheless, the dean is authorized to exempt students in particular cases from taking or passing the mentioned prerequisite courses.

9.2 The schedule of classes contains written instructions for registration. Courses listed in the schedule of classes may be canceled for insufficient enrollment. The university reserves the right to change the class schedule and adjust the individual section enrollment as necessary.

Students are responsible for registering properly by the deadline. Students should confirm the correctness of their enrollments (including drop and add) shown in the receipt issued by the university. Incorrect enrollments or late registration will result in academic and financial penalties.

Students are responsible for full tuition payment and grades received for all courses in which they are registered unless registration is canceled administratively because of suspension, dismissal, or termination; the section is canceled; or the course is dropped before the tuition liability begins.

Students who cannot or wish not to take any course in a regular semester must retain their student status by having the Registrar's Office process a registration for inactive students. A fee is charged for this petition. Written approval of the student's advisor is required. This special registration allows students to retain their library privileges and receive a student ID. Failing to retain student status will result in dismissal.

### 9.3 Academic Performance and Credit Limit for following semester.

Students must register according to the following table.

<b>Student Categories</b>	<b>Semester</b>	<b>Credit Maximum</b>	<b>Credit Minimum</b>
In good academic standing	fall and spring	22	9
	summer	10	not required
On probation	fall and spring	16	9
	summer	7	not required

### Section 10. Adding and Dropping Courses

All course adding and dropping must be approved in writing by the student's advisor. Students may officially add courses and/or drop from a course, or all courses during the first three weeks of a regular semester or within the first one and a half week of the summer session without a notation on permanent records. Students withdrawing officially thereafter through the final day of withdrawals as indicated in the university calendar will receive 'W' grades. An official withdrawal is completed at the Office of the Registrar. An official withdrawal may be accomplished only by the student himself/herself (not by someone else on his/her behalf). Failure to withdraw officially will usually result in a 'F' grade.

The course adding and dropping must not contradict the university's credit limit policy.

### **Section 11. Attendance**

Attendance and participation in class are integral parts of the educational process at UTCC and are significant factors in academic achievement. Students are expected to attend all classes, take exams during scheduled times, and are responsible for all material covered in class. Instructors are expected to report students whose absences are excessive. At the discretion of the instructor, excessive absences or tardiness may result in a lowered grade or failure for the course. Individual instructors may identify more specific attendance requirements, which are clearly stated in the course syllabus. Nevertheless, the University's policy requires that all students attend a minimum of 80 percent of their class periods. Students whose attendance is lower than 80 percent may not be allowed to take the final exam, if any.

### **Section 12. Tuition and fees**

It is the student's responsibility to obtain information on tuition and fees which vary from year to year and make sure tuition and fees are paid on time. Tuition and fees are subject to change without notice or obligation.

### **Section 13. Time Limits**

Students are required to take all courses according to the university's curriculum within the time limit. The time limits for completion are no less than six and no more than sixteen semesters from the date of enrollment into degree program.

Transfer students will be notified of their time limits by the dean.

### **Section 14. Grading System**

Letter grades are given in all courses. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and the final examination. The university-wide system for undergraduate grading is as follows:

<b>Grades</b>	<b>Descriptions</b>	<b>Point</b>
A	Excellent	4
B+	Very Good	3.5
B	Good	3
C+	Fairly Good	2.5
C	Fair	2
D+	Poor	1.5
D	Passing	1
F	Failing	0

An "F" will be given in the following cases:

- 1) The student cannot meet the course passing requirements.
- 2) The student misses the final exam without the dean's permission.
- 3) The student is not allowed to take the final exam because he/she attends the class less than 80% of the time required.
- 4) The student violates one or more items listed in the university's rules and regulations concerning the exam procedures.

In addition to the grades above, the following grades may be given.

<b>Grades</b>	<b>Descriptions</b>
W	Withdrawal with permission before the deadline
I	Incomplete coursework
S	Satisfactory completion of course
U	Unsatisfactory completion of course

As mentioned earlier, withdrawals prior to the established deadline for each semester may be made without grade penalty. Nevertheless, the notation "W" is recorded. The student is ultimately responsible for withdrawing from class when appropriate. The signature of the instructor of the course is required.

A student will receive an "I" in the following cases.

- 1) The student's assigned work is still in progress by the time the university computes his/her GPA. Nevertheless, this case must be acknowledged and approved by the dean.
- 2) The student is admitted to a hospital or an authorized medical institute. A medical certificate and proofs of treatments issued by the hospital or the authorized medical institute are required.
- 3) The student arrives on time at the examination venue, but claims to be sick, and the university's medical personnel and the examination proctors affirm that the student is sick and unable to take the exam.
- 4) The student has an accident which prevents him/her from taking the examination.
- 5) The student's parent or a close relative dies; and the student must organize a funeral for the deceased. The student is permitted up to seven days of business leave.
- 6) The student is granted an authorized scholarship which involves traveling aboard at the time of the examination.
- 7) The student represents the country in an international event at the time of the examination.
- 8) The student is summoned to military service, or is subpoenaed by the court.

In any cases above, the chairperson of the examination committee must be notified and must approve the petition. The student receiving an "I" according the condition above will be charged a fee to have his/her grade changed, and must submit his/her assignment or take the required examination before the end of the second week of the following semester, otherwise the "I" will become an "F."

### **Section 15. Grading Policy and Computation Methods**

15.1) Each student's grade point average (GPA) is computed at the end of each semester.

15.2) Only the student's passing grades are computed to determine his/her accumulative GPA.

15.3) The student may repeat a course if he/she has received a grade lower than "D+" from the course. Only his/her latest grade from the course he/she repeats will be used in computing the GPA. Nevertheless, his/her latest grade from the course will not be higher than "B."

15.4) To calculate a student's GPA, divide the total number of grade points by the total number of calculable credits—excluding the failing grades.

### **Section 16. Failing and Repeating A Course**

16.1) A student failing a core course must repeat the core course until he/she pass the course.

16.2) A student failing an elective course may choose to repeat the course or take another elective course instead.

16.3) A student may repeat a course only when he/she receive a grade lower than "D+" from the course

### **Section 17. Student Classifications**

17.1 Except only the first semester of the program, students' academic status is determined at the conclusion of each semester. Students' grade point average (GPA) from summer session is calculated with the students' GPA received in the next semester—normally the first semester of the academic year. Nevertheless, as stated above, the status of students who have completed only one semester at UTCC is always in academic good standing regardless of their GPA.

17.2 A student is in academic good standing if their accumulative GPA is 2.00 or above.

17.3 A student is placed on academic probation when the cumulative GPA is below 2.00.

### **Section 18. Dismissal**

#### **18. Dismissal**

18.1 At the end of any semester—except the very first semester of the degree program—if a student's GPA is lower than 1.50, the student is subject to dismissal.

18.2 If a student's GPA is lower than 1.75 for two consecutive regular semesters, the student is subject to dismissal. Nevertheless, the first semester of the two consecutive regular semesters mentioned in this article must not be the very first semester of the program.

18.3 After taking courses for 16 regular semesters, if a student's GPA is below 2.00 or the student has not been able to complete all the courses required by the degree program, the student is subject to dismissal.

18.4 Students who do not register according to the university's schedule without notifying the Office of the Registrar are subject to dismissal.

18.5 The university may dismiss students for serious misconduct.

18.6 The university may dismiss a student, if the student is legally guilty with a serious crime and receives prison sentence.

18.7 A student no longer has student status as soon as the student's resignation is approved by the university.

18.8 A student no longer has student status as soon as the student is legally declared dead.

**Dismissal Status:** When a student is academically dismissed, the university notifies the student, and the student's official transcript states "Academic Dismissal" for the affected semester.

## 19. Student Classification

Undergraduate students are classified as follows:

<b>Classification</b>	<b>Credits Completed</b>
Freshman	0-33
Sophomore	34-66
Junior	67-99
Senior	99 or more

## Section 20. Leave of Absence

A student in good standing may request a leave of absence from the program in one of the following cases:

- 1) The student is summoned to military service.
- 2) The student receives a scholarship approved by the university, and is required to travel or study abroad.
- 3) The student has a health problem which prevents him/her from attending classes and/or meeting the requirements of the courses he/she will take. A medical certificate issued by an authorized medical institute must be submitted with a petition for leave of absence.

- 4) The student is in a situation considered appropriate—by the dean—to permit leave of absence.

Students in good standing who have studied in the program for more than one year and have maintained GPA higher than 2.00 may request a leave of absence from the program of up to two semesters. The approval from the dean is required. And if the students need to be absent for more than two semester, the approval of the president is required.

Except only the case of military service, the students' granted leave of absence is included in the study time limit. The students must pay the maintenance-of-status fee before the beginning of each semester in which they wish to be absent.

Students who wish to return to their active status must report to the Office of the Registrar and to the dean respectively. Readmission following the leave of absence is granted only on a space available basis.

### **Section 21. Examination Dishonesty**

When a student is alleged to violate the university's exam code, a hearing panel composed of the Dean of Academic Division and the representatives of the examination committee are to investigate and resolve the alleged violation of the code. If the student is found responsible for the violation, the following actions will be taken.

21.1) Let the university's president order that an "F" grade be given to the student's record of the course he/she demonstrates dishonesty. However, this action will not affect the grades of other courses the student is taking at the time of violation.

21.2) Let the university's president order that the student be suspended for at least one semester starting in the following semester—not the summer session. Credits earned at another in institute while the student is under disciplinary suspension will not be considered for transfer. The suspension period is included in the student's academic time limit. The student must also pay the maintenance-of-status fee according to the university's catalog.

21.3) If the violation is considered severe, the university council may order that the student be dismissed.

### **Section 22. Refund Policy**

Except only the damage deposit, all fees and tuition are normally non-refundable.

The university will refund tuition in the following cases:

22.1) The university cancels a course.

22.2) During the first three weeks of classes (the add/drop period), a student may drop a course and receive full tuition refund. Nevertheless, this section of the policy does not apply to the first semester of the freshman year.

### **Section 23. Petition for Graduation**

Students who are studying in the last semester of the program, have a 2.00 GPA or higher, and expect to graduate must submit a petition for graduation to the Office of the Registrar. Once graduating, all students will spontaneously become members of the university's alumni association.

### **Section 24. Petition to Receive An Associate Degree**

Students who have completed all courses required by the bachelor's degree program, and still have a cumulative GPA lower than 2.00 but not lower than 1.50 may petition for an associate degree.

### **Section 25. Conferral of a Degree**

For a degree to be conferred, all course work must be completed. Students must have active registration status the semester or summer term of graduation. Students not registered for course work in the term of graduation must obtain a special registration.

Clearance for Graduation is due one year prior to the desired graduation date. The clearance is not official until it has been reviewed and approved by the Registrar. Undergraduate students should obtain clearance for graduation at least two semesters prior to the intended graduation date.

To be cleared for graduation, students must meet all the following requirements:

25.1) Completing of all courses required by the program.

25.2) Achieving a cumulative GPA of 2.00 or higher.

25.3) Having a good record of behavior.

25.4) Having no financial obligation with the university.

The university reserves the right to withhold diploma and/or disallow a student's graduation if the student is found guilty of serious misconduct.

### **Section 26. Graduation with Honors**

The University, in wishing to provide recognition to exceptional students, has an honors system. Students are given awards for hard work measurable in grades, beginning with semester grades and ending with cumulative grades until graduation.

Students maintaining a high scholastic average are eligible for graduation with honors.

- 
- Magna Cum Laude Cumulative G.P.A. 3.50-3.79

In order to graduate Summa Cum Laude, students must:

- fulfilled all the requirements for graduation within 4 years.
- achieve a cumulative G.P.A. of 3.50 or higher.
- not been placed on probation in any categories.
- not received an "F" in any course
- not received a grade lower than "C" for any core course.

In order to graduate Magna Cum Laude, students must:

- fulfilled all the requirements for graduation within 4 years.
- achieve a cumulative G.P.A. of 3.25 or higher.
- not received an "F" in any course.

This recognition appears on the student's official transcript and diploma and in the commencement program.

### **Section 27. Revocation of Degree**

The degree revocation procedures apply only to cases in which a University's degree has been awarded but the record later shows:

27.1) the graduate's academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation.

27.2) facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

In addition, if a student is found guilty of receiving the degree by dishonest means, his/her degree will be revoked, and legal actions may be taken.