

Chittagong Independent University (CIU)

Minhaj Complex, 12 Jamal Khan Road, Chittagong

Office Circular Regarding Grade Submission Effective From Autumn-2019

Date: 5 December 2019

CIU authority has decided to follow the following grade submission policy for the Course Instructors:

1. Course instructors shall post their grades of the students on the CIU software of grade sheet;
2. There will be no posting of grades in the notice board or in any other hard copy formats;
3. Students shall have to check their grades in their account on the CIU software;
4. Students having financial dues unpaid shall not get their grades and their software account shall remain locked until they clear their dues and get their account unlocked by the Finance & Accounts department;
5. Under no circumstances course instructors should communicate the grade to the students verbally or any other forms and
6. Submission of grades to the Office of the Controller of Examinations along with other documents as per existing policy will remain as usual.

(On instruction from the Vice Chancellor)

Sarker Kamrul Mamun

Controller of Examinations

Copy to:

1. The Vice Chancellor
2. All Faculty Advisors
3. All Deans
4. Heads of all Academic Departments
5. All Faculty Members (Permanent & Adjunct)
6. The Acting Registrar
7. The Acting Director (F&A)
8. The Deputy Director (CITS)
9. All School Managers