Semester Drop Policy

Dear Students,

Please be informed of the following guidelines regarding semester drops at University of Creative Technology Chittagong (UCTC) :

1. **Maximum Semester Drops**

   - Students are allowed to drop up to **3 semesters** during their entire 4-year study period.

   - However, students **cannot drop more than 2 consecutive semesters.**

2. **Application Deadline**

   - A semester drop application must be submitted to the **Registrar Office before the mid-term examination** of the respective semester.

   - Applications submitted **after the mid-term examination** will **not be accepted.**

3. **Payment Obligation**

   - If a drop application is not submitted by the deadline, students will be required to pay the full semester fees.

   - Outstanding dues must be cleared before registering for a new semester.

4. **Additional Drops and Readmission**

   - If a student wishes to drop more than **3 semesters**, they must pay a **readmission fee.**

   - The total duration of the study period, including dropped semesters, must not exceed **6 years.**

Please adhere to these rules to ensure smooth academic progression.

Regards,

Salahuddin Ahmed 26.11.2024

Salahuddin Ahmed
Registrar
University of Creative Technology Chittagong