



SOUTHEAST UNIVERSITY

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Ref: SEU/ACAD/MEMO/0055/2022

Date: 23.03.2022

Memo

Subject: New Workflow of Course Waiver in UMS

Reference:

A. SEU IT Office Letter No. SEU/ISDT/NOOR/20220322a dated 22 March, 2022

SEU IT Office has suggested a new workflow of Course Waiver in UMS vide Reference Letter 'A' and same has been approved by SEU Management. All students and concerned offices of SEU will follow the same henceforth.

Reference 'A' is attached as guideline. You are requested to inform all your students and concerned officials of your Departments through Notice board, e-mails & Facebook for compliance please.

Maj Gen Kazi Fakhruddin Ahmed, SPP, psc (Retd)

Registrar

Attachment: Reference 'A': New Workflow of Course Waiver in UMS (1 Page)



SOUTHEAST UNIVERSITY

Integrated Software Development Team

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Ref: SEU/ISDT/NOOR/20220322a

Date: March 22, 2022

Registrar,
Southeast University,
Banani, Dhaka - 1213.

Subject: About new workflow of course waiver in UMS.

Dear Sir,

As per the user requirements for UMS from the Examinations Office, we want to release a feature in UMS to manage all types of course waivers. The new workflow is given below:

Students: Students will apply using the online application form from UMS. First, they have to fill up the previous degree information. Then they have to choose courses from the existing curriculum and have to write supporting course details and grades into corresponding fields. After submission of the form, the student will get a hard copy of the application. At last, students have to submit the related documents (Transcript/Marksheet) along with the application form in the respective program office.

Program Coordinators/Chairman: Respective program coordinators or chairman will receive the form on the online application page. They will validate the supporting course details with the student curriculum. If they realize the application is acceptable they will click approve, else they will reject the application informing the students.

Exam Office: After the department's approval exam office will print the summary and applications from the system and will place the details on the course waiver committee. After getting the final decision from the committee they will finally approve the application. Then the approved courses will be shown as waived or transferred in the student grade.

We are requesting you to inform all program coordinators, chairman and exam office to process the applications as mentioned.

Thank you.

Sincerely Yours,

Noor
22-03-22

Asaduzzaman Noor
Senior Programmer
IT Office