



**Suan Dusit University Announcement**  
**Academic Calendar**  
**Semester 2, Academic Year 2021**

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To ensure that the academic activities for Semester 2, Academic Year 2021 can be carried out smoothly and efficiently, the University issues the academic calendar for students from the Faculty of Nursing, School of Tourism and Hospitality Management, Faculty of Humanities and Social Sciences, Faculty of Science and Technology, Faculty of Management Science, School of Culinary Arts, School of Law and Politics, and Faculty of Education by virtue of Suan Dusit University Undergraduate Studies Regulations, 2564 B.E., with details as follows:

Date	Academic activities
December 13 – 14, 2021	- Students are informed about the course schedule by their advisers in preparation for the course registration for Semester 2, Academic Year 2021.
December 15 – 27, 2021	- Students confirm registration for Semester 2, Academic Year 2021. - Advisers approve the students' course registration online.
December 15, 2021 – January 16, 2022	- Students who first enrolled in the year 2016 onwards pay for tuition fee.
December 15, 2021 – January 31, 2022	- Students who first enrolled in the year 2015 or earlier pay for tuition fee.
January 17, 2022	- Semester 2, Academic Year 2021 starts. - An additional fee is charged for the late payment of tuition fee for students who first enrolled in the year 2016 onwards (50 baht per day, but not more than 1,000 baht).
January 17 – 31, 2022	- Students register, add, and withdraw courses for Semester 2, Academic Year 2021. - Advisers approve the students' registration, addition, and withdrawal of courses online (Students print out the registration report or

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	<p>MorSorDor.13.2 and submit it to their advisers/ curriculum coordinators).</p> <ul style="list-style-type: none"> <li>- The curriculum committee submits the memorandum requesting an approval for registration in case the students are unable to register online.</li> <li>- A request for late examination must be submitted if there is an overlap on the examination dates scheduled by the University. An additional late registration fee must be paid as announced by the university.</li> <li>- Students file the request for maintaining student status if they do not register in this semester.</li> </ul>
January 17 – 27, 2022	<ul style="list-style-type: none"> <li>- Students contact the course instructors to convert an “Incomplete” (or “I”) grade received in Semester 1, Academic Year 2021.</li> </ul>
January 31, 2022	<ul style="list-style-type: none"> <li>- The course instructors are due to submit a Correction and Removal of Incomplete Grade form.</li> </ul>
February 1, 2022	<ul style="list-style-type: none"> <li>- An additional charge for late registration is applied (500 baht per time).</li> <li>- An additional charge is applied to late payment of tuition fee for students who first enrolled in the year 2015 or earlier (50 baht per day, but not more than 500 baht).</li> <li>- If the students fail to complete the course requirement, the Office of Academic Promotion and Registration will convert the “I” grade in Semester 1/2021 into a new grade based on the existing scores and grading criteria given by the course instructors and assign a “W” grade to elective courses that were not completed.</li> </ul>
February 1 - 7, 2022	<ul style="list-style-type: none"> <li>- Students are given permission for late registration of courses for Semester 2, Academic Year 2021.</li> <li>- Advisers and course instructors approve the students’ late registration for Semester 2, Academic Year 2021.</li> </ul>

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	- Additional charge for late registration is applied (500 baht per time).
February 1 - 14, 2022	- Students file a request to change their courses from graded to non-graded (courses include General Education courses, Specialized courses, and Free Elective courses).
February 8, 2022	- Suspension of study is granted by the Office of Academic Promotion and Registration to students who fail to register or maintain their student status.
February 14, 2022	- Faculty of Nursing submits grades of students who first enrolled in the year 2018 to the Office of Academic Promotion and Registration for approval, release, and announcement of grades.
February 15 – March 31, 2022	- Students expected to graduate in Semester 2, Academic Year 2021 complete a Graduation Request form online, print out, and submit the form together with supporting documents to their advisers. See supporting documents in “Remarks” section below.
March 7 - 11, 2022	- Midterm examinations organized by course instructors (in the Faculty/ School/ Campus/ Off-campus Learning Center) are administered.
April 1 - 4, 2022	- Advisers under the Faculty/ School/ Campus/ Off-campus Learning Center collect Graduation Request forms and send them to the Office of Academic Promotion and Registration.
April 11 – May 31, 2022	- Students access <a href="http://e-assessment.dusit.ac.th">http://e-assessment.dusit.ac.th</a> to evaluate instructors.
April 19 - 28, 2022	<ul style="list-style-type: none"> <li>- Students who submit a withdrawal request form will receive a “W” (Withdraw) grade.</li> <li>- In case the request for course withdrawal has been approved, the students cannot re-enroll that course in Semester 2, Academic Year 2021.</li> <li>- In case the students receive a student loan, but with overdue payment, the students can submit a request form to the Office of Academic Promotion and Registration.</li> </ul>

Date	Academic activities
April 26 - 27, 2022	- Students who have the study plan in Semester 3, Academic Year 2021 meet their advisers to confirm registration for Semester 3, Academic Year 2021.
April 28 – May 6, 2022	<ul style="list-style-type: none"> <li>- Students confirm registration for Semester 3, Academic Year 2021.</li> <li>- Students contact the study program to request to reopen closed courses.</li> <li>- Students submit a permission request form to take the course(s) at another university.</li> </ul>
April 29, 2022	<ul style="list-style-type: none"> <li>- Instructors approve the course withdrawal with a “W” (Withdraw) grade.</li> <li>- The last day for learning and teaching management and student activities for the Semester 2, Academic Year 2021.</li> </ul>
May 2 - 11, 2022	- Final examinations organized by course instructors are administered.
May 12 - 20, 2022	- Scheduled final examinations organized by the University are administered.
May 12 - 23, 2022	- Students submit a Late Final Examination Request form in case of missed final examinations for Semester 2, Academic Year 2021.
May 31, 2022	- The final examination schedule for students who have missed the final examinations for Semester 2, Academic Year 2021 is announced.
June 1, 2022	- Semester 3, Academic Year 2021 starts.
June 8 - 9, 2022	- Final examinations for students who missed the final examinations for Semester 2, Academic Year 2021 are held.
June 8, 2022	- Deadline for students who submitted the Graduation Request form for Semester 2, Academic Year 2021 for revising data and information, and sending additional documents to the Office of Academic Promotion and Registration
June 9, 2022	- The Office of Academic Promotion and Registration announces the grades for Semester 2, Academic Year 2021.

Date	Academic activities
June 17, 2022	- Deadline for instructors to submit the new grade for students who received an “M” grade in Semester 2, Academic Year 2021.
June 20, 2022	- If the students who missed the final examination do not submit the Late Final Examination Request form nor pay the fee, the Office of Academic Promotion and Registration will convert the “M” grade into a new grade based on the existing scores and grading criteria given by the course instructors, and assign a “W” grade to elective courses that were not completed.
June 22, 2022	<p>- The Office of Academic Promotion and Registration sorts the students according to their ranking and status for Semester 2, Academic Year 2021.</p> <p>- The names of retired students receiving lower grades than the criteria are announced through <a href="http://regis.dusit.ac.th">http://regis.dusit.ac.th</a>.</p>

Announced on October 12, 2021  
(Mrs. Suwamarn Mounprasert)  
Vice President for Academic Affairs  
Acting for the President of Suan Dusit University

**Remarks:**

1. Teaching and learning management on official holidays and substitutions is not permitted.
2. Students must follow academic activities according to the University timeline. Academic activities conducted out of schedule are not allowed.
3. No extra-curricular activities inside and outside the University are permitted one week before and during the final examination period.
4. The required documents to be attached to the Graduation Request form are as follows:
  - Graduation Request form
  - Two 1.5x1.5-inch photos of the student wearing a graduation gown with blue background
  - Certificate of first name, surname, and rank change (if any)