



Repeat of Course(s) / Semester

Applicant's Information																																		
Name:																																		
School/Department:		Program:																																
Registration No.:		Session:																																
Contact Number:		Email:																																
Current Semester:																																		
<p>1. <input type="checkbox"/> Repeat of Full Semester (Please attach result of the semester)</p> <p>Semester No. _____ Total Cr. Hrs. _____ Reason: _____</p>																																		
<p>2. <input type="checkbox"/> Repeat of Selected Course(s) Please attach previous result(s)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sr. #</th> <th style="width: 55%;">Course Title</th> <th style="width: 10%;">Cr. Hrs.</th> <th style="width: 10%;">Semester</th> <th style="width: 20%;">Total Cr. Hrs. of the Semester</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Current Course Load & Semester (Cr. Hrs.): _____ Total Course Load (Current + Repeat): _____ Cr. Hrs.</p>					Sr. #	Course Title	Cr. Hrs.	Semester	Total Cr. Hrs. of the Semester	1					2					3					4					5				
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1																																		
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4																																		
5																																		
<p>Applicant's Signature: _____ Date: _____</p>																																		

Note: Signatures must be same as that on the CNIC. Please attach copy of CNIC & supporting documents.

(For Official Use Only)

Remarks by DSA	<hr/> <hr/> <p>Signatures & Date: _____</p>
Remarks by HOD (if required)	<hr/> <hr/> <p>Signatures & Date: _____</p>
Remarks by DSA (For Approval)	<hr/> <hr/> <p>Signatures & Date: _____</p>
Approval of the Dean / Vice Chancellor	<hr/> <hr/> <p>Signatures & Date: _____</p>

For additional remarks, please use the backside of the page

Policy Guidelines [Repeat Course(s)/Semester]:

1. Whenever a student fails OR gets an 'F' grade, he/she will have to repeat the course, or its recommended alternative whenever offered.
2. Undergraduate students can repeat a course with a grade below 'C' OR having secured up to 54 marks.
3. Undergraduate students can be allowed to repeat a maximum of five (05) courses to improve their grades in an 8-Semester degree program. The better grade shall be calculated in the CGPA.
4. An Undergraduate student can repeat the course(s) when offered, provided his/her semester course load does not exceed a maximum of 18 credit hours.
5. An undergraduate student, who fails in 3 or more courses in one semester, shall NOT be PROMOTED to the next semester. Such a student must be liable to repeat the entire semester. However, the course(s) in which he/she has failed in previous semesters will be improved in 'Summer Semester or upcoming Regular Semester', whenever offered.
6. If an Undergraduate student fails in full four courses during his/her degree, at any stage provided he/she has not been on two probations, shall have to repeat all the failed courses in a regular semester (repeat semester). Such student shall be promoted to the next semester ONLY if he/she passes at least TWO (02) of these FOUR (04) courses securing a minimum CGPA of 2.00/4.00.
7. A graduate student (MS/MPhil) with a 'C' grade OR having secured upto 60 marks, can repeat the course. S/he can improve the grade provided his/her course load does not exceed 12 credit hours. These students can be allowed to repeat a maximum of TWO (02) courses to improve their grades in a 4-semester degree program. The better grade shall be calculated in the CGPA.
8. A graduate student (MS/MPhil) securing a final CGPA less than 2.5 shall NOT be awarded the degree. Such student will have to repeat subject(s) to improve his/her grades to at least 2.5.
9. A student of PhD program will have to repeat a course in which he/she has secured marks less than 70%. The student can repeat a maximum of TWO (02) courses during the full program. A student can repeat the course whenever offered (other than Summer Semester) provided his/her semester course load does not exceed a maximum of 9 credit hours.
10. In case a student repeats the course, which has already been taken, the old grade will be substituted with the new grade (for CGPA calculation), but in case a student receives a new course instead of the course in which he/she failed, both the grades will be reflected on his/her transcript, i.e., old course grade and new course grade.
11. Students with short attendance shall in no way be allowed to take part in the examinations, i.e., mid-term and final term examinations and shall be liable to repeat the course(s).
12. There shall be no Supplementary/Special Examination/Sit-In Examination in a Semester System; if a student fails in a course, he/she is required to repeat it in the spring, fall, or summer semester.
13. A student who is 'Not Promoted' can choose courses from different semesters (repeating mixed-semester) to improve his grades. In case of repeating 3 or more courses, s/he shall be charged with a full semester fee.
14. The fee for each course repeated/improved will be 1.5 times the course fee in the regular semester (up to 2 courses).
15. A student can improve/repeat the course(s) before the issuance of the Degree. Once the degree is issued, they shall NOT be allowed to repeat any course.
16. In case of grade improvement, it will be recorded in the transcript by highlighting the subject.

Applicant's signatures and date: _____

Additional Remarks (For office use ONLY)