

**HAZARA UNIVERSITY, MANSEHRA****SUBJECT REPETITION/ SUMMER SEMESTER REGISTRATION FORM****(To be submitted to Chairman's Office in Triplicate)****Name of Student****Registration Number**

--	--

**Department:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_

Kindly register me in the following subjects during Summer/Regular Semester \_\_\_\_\_ (Give year). It is certified that I understand the Policy regarding repetition of courses/summer semester as reproduced below.

<u>Semester</u>	<u>Course/Subject</u>		<u>Grade Earned</u>
	<u>Number/Title</u>	<u>CH</u>	

**Fee Rate:** Challan form No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ is attached.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Student will write below the line

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ChairmanDEAN**Policy**

- 14.1** Those undergraduate students failing (get 'F' grade) in any course or gets 'F' grade due to shortage of attendance shall have to repeat that or its equivalent recommended alternate course whenever offered.
- 14.2** However, "F" grade obtained earlier will also be recorded on the transcript.
- 14.3** An undergraduate student obtaining a 'D' grade, can also be allowed to repeat the course when offered to improve his/her grade for undergraduate students.
- 14.4**
- a.** An undergraduate (BS) student can be allowed to repeat a maximum of six courses (18 credit hours) to improve their grades.
  - b.** An undergraduate (MA/MSc level) student can be allowed to repeat a maximum of three courses (09 credit hours) to improve their grades.

**HAZARA UNIVERSITY, MANSEHRA**

- 14.5** When an alternate course is taken for improvement, in such a case, both courses (old & alternate) and the grades obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.
- 14.6** Whenever a student fails or gets a 'D' grade, he/she can repeat the course when offered to improve his/her grade for undergraduate students.
- 14.7** A graduate student (MS/MPhil) with a 'C' grade or below can repeat the course if s/he desires to improve the grade. To graduate students (MS/MPhil) maximum two courses (08 credit hours) for repeating can be allowed.
- 14.8** In case a student repeats the course which has already been taken,
- a. the old grade will be replaced with the new grade, (for CGPA calculation).
  - b. but in case a student takes a new course in lieu of the course in which he/she failed, both the grades will reflect on his/her transcript, i.e. old course grade and new course grade.
- 14.9** In case of CGPA improvement, it would be recorded with **(Imp)** on the transcript. However, in case such a student does not improve his/her grade, the previously obtained grade will reflect in the transcript.
- 14.10** If a student absents himself in a test for any reason, no separate test will be arranged for him/her. *(except as described in Rule 16.7)*
- 14.11** For completing MPhil/MS level course work obtaining of 2.5 CGPA is mandatory to get eligible for starting research work. If a graduate student (MPhil/MS) could not secure 2.5 CGPA then two courses as defined above shall be repeated/improved or alternative new courses registered within stipulated semesters i.e. in continuing next semester without putting a gap/missing of semester.

**Key Note:**

1. *Student shall submit (03) copies (in original) of the form duly signed by him/her to the Chairman/HoD concerned.*
2. *Duly signed the forms by the Dean/Chairman/HoD concerned as per mentioned rule (s) then one copy shall be submit (in original) to Provost and Controller of Examination for necessary action and one copy (in original) to be maintain in the Department for record.*