

## FAST-NUCES ACADEMIC RULES AND REGULATIONS

### SECTION 1: ATTENDANCE REQUIREMENTS

#### General Requirement

Students are required to maintain 100% attendance in lectures, labs, tutorials, and seminars.

#### Minimum Attendance Thresholds

- Undergraduate Programs: Minimum 80% attendance is required.
- Graduate and Post-Graduate Programs: Minimum 75% attendance is required.

#### Condonation

Up to 20% absence may be condoned for genuine reasons, such as illness.

#### Consequences of Shortage

Failure to meet attendance requirements renders a student ineligible to appear in the final examination of the concerned course, resulting in an automatic F grade.

### SECTION 2: GRADING AND ASSESSMENT POLICY

#### Assessment Components

Student performance is evaluated through midterm exams, assignments, quizzes, case studies, and final examinations.

#### Weighting

Typically, semester work contributes 50% and the final examination contributes 50% toward the total course marks.

#### Grading Scales by Program

- BS and BBA: Letter grades range from A+ (4.00 points) down to D (1.00 point). A grade of F (0.00) indicates failure.
- MS and MBA: Letter grades range from A+ (4.00 points) down to C (2.00 points). A grade of F (1.00) indicates failure.
- PhD: Letter grades range from A+ (4.00 points) down to B (3.00 points). A grade of F (0.00) indicates failure.

#### Special Grade Designations

- I (Incomplete): Assigned when course requirements are not finished. It is replaced by the earned grade upon completion or converts to F if not completed by the next semester.
- W (Withdrawn): Indicates a course was withdrawn; it is not used in GPA calculation.
- S/U (Satisfactory/Unsatisfactory): Awarded only for PhD Thesis work and is not included in GPA calculation.

### SECTION 3: ACADEMIC HONORS AND AWARDS

#### Dean's List of Honors

Awarded to students with a Semester GPA (SGPA) of 3.50 to 3.99 who have completed a regular course load.

#### Rector's List of Honors

Awarded to undergraduate students with an SGPA of 4.00 who have completed a regular course load.

#### Graduation Honors

- Summa Cum Laude: CGPA 3.90 to 4.00
- Magna Cum Laude: CGPA 3.75 to 3.89
- Cum Laude: CGPA 3.60 to 3.74

### SECTION 4: ACADEMIC WARNING AND PROBATION

### **Warning Thresholds**

An academic warning is issued if the CGPA falls below the following minimums:

- BS/BBA: CGPA below 2.00
- MS/MBA: CGPA below 2.50
- PhD: CGPA below 3.00

### **Probation Rules**

- Course Load: Students on warning must limit registration to five courses. If the Warning Count reaches 2, they cannot register for any new courses.
- Dismissal: If the Warning Count reaches three, the student's admission to the University is closed.
- Resetting Warning: If the CGPA improves to meet the minimum requirement, the warning count is reset to zero.

## **SECTION 5: SEMESTER REGISTRATION AND COURSE MANAGEMENT**

### **Registration**

Students must register for both Fall and Spring semesters and pay current fees.

### **Final Year Project (FYP)**

- Registration for FYP-I requires passing all courses from the first six semesters.
- Students on academic warning are not allowed to register for FYP-I.

### **Adding, Dropping, and Withdrawing**

- First Semester: New students are not allowed to drop or withdraw from courses in their first semester.
- Withdrawal Deadline: Requests must be submitted to the Head of Department (HOD) before the last day of classes.
- Lab Courses: Withdrawing from a course with an associated lab requires withdrawal from both the theory and lab components.

## **SECTION 6: SUMMER SEMESTER REGULATIONS**

### **Structure**

The Summer Semester is optional, lasting 8 to 9 weeks with doubled contact hours per week.

### **Registration Limits**

- Students may repeat a maximum of 2 courses.
- Registration for new courses is generally prohibited unless required for an internship or if a visiting scholar is teaching a unique elective.

### **Financial and Grading Rules**

- Fees are non-refundable (courses cannot be dropped).
- No scholarships or financial concessions are available.
- Grade Scaling: If the average marks in a summer course are higher than those in the regular semester, the summer marks are scaled down to match the regular semester level.

## **SECTION 7: EXAMINATIONS AND ACADEMIC INTEGRITY**

### **Missed Examinations**

- Quizzes/Assignments: No retakes allowed (awarded zero marks).
- Midterms/Finals: Retakes are only considered for severe illness, serious accidents, or death in the immediate family.

### **Academic Dishonesty**

- Minimum Penalty: Zero marks in the specific test or assignment.
- Course Penalty: Award of an F grade in the course.
- Severe Penalty: Award of an F grade in all courses for the semester, suspension, or expulsion (for repeated or severe offenses).

## **SECTION 8: CHANGES IN STUDENT STATUS**

#### Campus Transfer

Transfers are strictly limited to hardship cases, specifically:

- Death of a parent.
- Posting of a parent to the city.
- Marriage of a female student.

#### Semester Freeze

- Allowed under exceptional circumstances (e.g., Iddat, Maternity, Death in the family).
- Requires payment of a semester freeze fee.
- Freezing the first semester is generally not allowed without special approval.

#### Suspension

Registration may be suspended for disciplinary reasons, outstanding dues, or failure to complete formalities.

### SECTION 9: READMISSION AND CREDIT TRANSFER

#### Readmission Procedure

Former students seeking return must take the admission test and are treated as new students.

- Students dismissed for disciplinary reasons are ineligible for readmission.
- Students dismissed for a 3rd academic warning may be readmitted only once.

#### Credit Transfer Policies (for Readmission)

- Undergraduate: Relevant courses with at least a C grade earned within the last 5 years are transferable.
- Graduate: Relevant courses with at least a B- grade are transferable.
- Exclusions: Previous CGPA, FYP credits, and MS Thesis credits are not transferable.

#### External Transfer

A maximum of 50% of total credit hours can be exempted or transferred from another university.

### SECTION 10: MAXIMUM DEGREE DURATION

According to HEC guidelines, the maximum period allowed to complete degree requirements is:

- BS / BBA: 6 years
- MBA: 3 years
- MS: 4 years
- PhD: 8 years