

## Award of Bachelor Degree and Academic Deficiencies (Applicable to all programmes except those specified separately)

1. **Award of Bachelor Degree.**
  - a. On the recommendation of the FBS of the constituent institution, the University awards an undergraduate degree to the student who satisfies the following conditions:
    - (1) has completed prescribed credit hours, as per approval of, NUST Academic Council for each programme for Bachelor's degree.
    - (2) has achieved a minimum CGPA of 2.00 with a minimum of **C** grade in final year (Design) project work for BE/BS programme, where applicable.
2. **Academic Deficiencies.** A student who obtains one or more of the following grades in the semester result shall be considered academically deficient:
  - a. An **F/XF** grade in any course
  - b. Semester GPA less than 2.00
  - c. CGPA less than 2.00
  - d. **I** (Incomplete) grade in any course
  - e. Less than **C** grade in final year (Design) project work for BE/BS programme, where applicable
3. **Disposal of Academically Deficient Students.**
  - a. The cases of academically deficient students shall be processed initially by the DBS and subsequently by the FBS of the respective institution in the following manner:
    - (1) The DBS shall review the end semester results of deficient students and recommend any one of the following actions to the FBS:
      - (a) Warning
      - (b) Probation
      - (c) Suspension
      - (d) Withdrawal
      - (e) Repetition of the semester(s) if the student's CGPA consistently remains below 2.00

- (2) The FBS of the institution upon receipt of the recommendations from the concerned DBS, shall be convened as soon as possible but not later than the first two weeks of the next semester; and,
- (3) The FBS shall consider each case individually and take one of the following actions as per the latest policies of the University:
  - (a) Issue warning to the student
  - (b) Place the student on probation
  - (c) Recommend suspension
  - (d) Recommend withdrawal from the University
  - (e) Recommend repetition of the semester(s) if the student's CGPA consistently remains below 2.00
- b. The warning and probation orders will be issued by the Deputy Controller of Examination of the respective institution. One copy of the order shall be placed in the student's file for record and one copy each shall be sent to the parent/guardian and student's tutor.

#### 4. **Warning.**

- a. **Definition.** "Warning" means a written cautionary statement issued to a student who qualifies to continue his/her despite minor deficiencies in some courses to make him/her conscious of the weakness and advise him/her to work hard during the semester under progress.
- b. **Policy.** A student should be placed on warning under the following condition as per the latest policies of the University:
  - (1) The semester GPA of the student is less than 2.00 or s/he earns **F/XF** grade(s) in a course(s) but does not qualify for probation/withdrawal.
- c. **Compulsions.** While on warning, a student is to:
  - (1) contact concerned faculty for guidance;
  - (2) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid-semester/OHTs, and the marks obtained.

#### 5. **Probation.**

- a. **Definition.** A student is said to be on probation if s/he is deficient in academic/discipline standards but is allowed to continue studies.
- b. **Policy.** A student should be placed on academic probation under the following conditions:
  - (1) His/her CGPA is less than 2.00, and s/he does not qualify for withdrawal. This clause will not be applicable to the first semester.
  - (2) On disciplinary grounds when recommended by the respective discipline committee of the institution and the discipline committee of NUST.
- c. **Compulsions.** While on probation, a student shall:
  - (1) contact concerned faculty for guidance; and,
  - (2) keep a complete record of the semester work comprising home assignments, laboratory reports, quizzes, mid-semester/OHTs, and the marks obtained.

## 6. **Suspension.**

- a. **Definition.** "Suspension" means that a student is not allowed to continue regular academic activities for a specified time.
- b. **Policy.** A student may be recommended for suspension by the FBS for approval by Main Office, NUST subject to any of the conditions listed below:
  - (1) On disciplinary grounds when recommended by the Discipline Committee of the respective institution and the Discipline Committee of the University.
  - (2) If the overall attendance of the student is below 75% in a semester on medical grounds or reasons beyond his/her control.
  - (3) If the student remains absent for more than thirty but less than fortyfive consecutive days without a valid reason.
  - (4) Suspension on reasons beyond the student's control or authorized grounds/sanctioned leave from the competent authority.

**Note:** UG programme duration is 8 regular semesters (4 years), excluding the summer semester which is only meant for deficiency/ failure/repetition of courses.

c. **Suspension of Registration**

- (1) If a student remains absent for 45 or more consecutive days without intimation or any valid reason, his/her admission/registration will be suspended. However, such students may resume the same programme subject to meeting the following conditions:
  - (a) has completed a minimum of one year of studies and attained mandatory GPAs;
  - (b) has been recommended by the respective institution.
- (2) On re-admission, the student will pay the prescribed admission fee and 50% tuition fee for the period of absence. The rate of the fee will be as applicable to students of the semester which s/he joins.
- (3) While considering the case for re-admission, it will be ascertained by the respective institution that the student has sufficient time to complete his/her degree within the prescribed time limit, which will start from the date of original/first admission.
- (4) No special classes/courses will be planned / arranged for such cases, other than planned classes for repeat courses.
- (5) After re-admission, his/her studies will be governed by the rules and regulations applicable to the entry s/he joins.
- (6) Suspension of registration, on grounds of prolonged absence, will be granted only once in the programme in which s/he was originally granted admission.

7. **Withdrawal.**

- a. **Definition.** “Withdrawal” means that a student is considered unsuitable for further studies at NUST and is withdrawn from the programme.
- b. **Policy.** A student is recommended for withdrawal as per the latest policies of the University by the FBS for approval by Main Office NUST subject to any of the conditions listed below:
  - (1) The student accumulates seven or more **F/XF** grades.
  - (2) The student earns four consecutive probations. This clause does not apply to the 7<sup>th</sup> and 8<sup>th</sup> semesters of UG programmes.

- (3) On disciplinary grounds when recommended by the respective Discipline Committee of the institution and the Discipline Committee of NUST.
- (4) The student cannot complete his/her degree requirements within the maximum stipulated time of seven years, even if s/he utilizes the summer semester. Such cases will be recommended by the respective FBS and referred to the Registrar Directorate for approval.
- (5) A student who remains absent for more than 45 consecutive days without valid reasons, but does not qualify for "Suspension of Registration"
- (6) Earns five **F/XF** grades or more in the first semester only.

**Note:** *If a student is likely to be withdrawn on academic deficiencies, s/he will be duly warned and counselled, and his/her parents will be forewarned for intervention. Such communication will be duly recorded.*

#### 8. Repetition/Retest of Course(s).

- a. A student may repeat a course for the following reasons, subject to payment of prescribed tuition fee for the repeated course(s):

##### (1) Clearance of W/F/XF Grades

- (a) A student repeats a course to clear a **W/F/XF** grade.
- (b) It is the student's responsibility to clear the failed/dropped courses, subject to availability of resources at the respective institution and approval of Dean/Associate Dean/HoD.
- (c) The student's transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
- (d) The student who repeats a course to clear a **W/F** grade shall not be eligible for academic honours/awards except Rector's Gold Medal.
- (e) **Counting of F grades.** For a student who fails in a subject, and after repeating fails again (irrespective of the number of times s/he repeats), the number of **Fs** counted in this case will be one **F** only.

(2) **Improvement of CGPA.** A student may repeat a course to improve his/her CGPA subject to the following provisions:

- (a) The student should register for the course(s) to be repeated after formal permission from the respective HoD.
- (b) The terms and conditions of repeat courses shall be the same as per regular courses. The student transcript will show both the old grade and the new earned grade, but the better grade will be used in the computation of CGPA.
- (c) The student shall not be eligible for top academic honours /awards based on a new earned grade(s), except Rector's Gold Medal.
- (d) The student shall not be allowed to improve his/her CGPA after completion of the degree.

(3) **Taking Alternative Elective Course.** A student may take an alternative elective for repetition with the approval of the Dean. The student's transcript shall show the grades of both courses. However, the better grade will be used in the computation of CGPA.

b. **Retest of End Semester Examination.** In case a failed subject is a pre-requisite for a course in the following semester, the student will have to clear it through retest within the first six academic weeks of the next semester. **F** Grade awarded to a student based on an academic failure is only eligible to appear in the retest, whereas **XF** Grade awarded based on low attendance is not qualified to appear in the retest. Such retest will have the same weightage as that of the actual End Semester Examination in that subject. The maximum achievable grade, in this case, will be **D**. There shall be no extra coaching classes before such retests.

9. **Deferment of Semester(s).** A student may seek deferment from regular studies subject to the following conditions:

- a. Deferment will generally be requested before the start of a semester. However, in exceptional cases, it may be requested latest by the 2<sup>nd</sup> week of a semester. It will be endorsed by the FBS and processed for formal approval by the Registrar.
- b. During the period of deferment, s/he will be allowed to repeat courses already studied on payment of the prescribed fee for repetition of courses but not permitted to study new courses.

- c. S/he shall pay a 25% tuition fee to maintain his/her registration.
- d. The student has the requisite time available to complete his/her degree within the stipulated time.
- e. In case, a student opts to defer the first-semester s/he must pay the full tuition fee (non-adjustable / non-refundable).

10. **Completion of the Degree.**

- a. The Degree programme will be considered complete on fulfilling the following conditions:
  - (1) On fulfilment of prescribed requirements of the degree
  - (2) A request of the student for the final transcript/award of degree until the maximum allowed limit for the degree
  - (3) Formal notification by the Controller of Examinations
- b. The student is allowed to improve his/her grade until conditions of para 10(a) above are fulfilled.