STUDENT HANDBOOK

THE UNIVERSITY OF HARIPUR

SEMESTER RULES AND REGULATIONS

EFFECTIVE FROM FALL

2023

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REGISTRAR OFFICE - ACADEMIC SECTION

The University of Haripur

Semester Rules and Regulations

For Undergraduate Academic Programs

Effective from Fall 2023

REGISTRAR OFFICE ACADEMIC SECTION

Student Hand Book

Semester Rules and Regulations

Very important for semester 1-4 students.

Heading	Rule
1. Academic Calendar	**4.5** Each student will have an Academic Advisor assigned by the respective Chairperson/Head of Department at the time of enrollment in the University or its affiliated colleges/institutes. Academic advisor shall guide the students regarding selection of courses and to meet the requirements and deadlines given for each activity in the academic calendar of the University. In addition, students will also be expected to know and adhere to the rules, regulations, course loads, pre-requisites, and policies of the University, as well as those of the departments /institutes/colleges in which they are enrolled. **4.6** In case, the University is closed owing to the circumstances beyond the control, then special make-up/online classes will be arranged converting weekends or holidays to working days to cover the lapsed period of students.
2. Academic Session	**5.2** Each semester will be spread over a duration of sixteen to eighteen (16-18) weeks i.e. minimum sixteen (16) weeks of teaching excluding one to two (01-02) weeks for examinations.
3. Summer Semester	**5.4.1.** Summer semester will be of eight to nine (08 – 09) weeks (inclusive of examination) of concentrated study for completing remedial course work. **5.4.2.** Student willing to avail summer semester has to apply on prescribed Pro forma (Annexure 1) in due time as per the Academic Calendar. **5.4.3.** The minimum cost of single course in the University shall be set (as per the University's approved rate) based on five (05) students. However, affiliated colleges may set minimum cost at their own depending upon their feasibility. **5.4.4.** If the number of registered students in any course is less than five (05), then they shall have to share total fee (as per the University's approved rate) to start that course. **5.4.5.** Depending on the availability of staff and necessary facilities (subject to

	financial feasibility and willingness of the teacher concerned). Students can enroll maximum of two (02) courses up to eight (08) credit hours during summer semester. **5.4.7.** Moreover, a student who has either failed or has been stopped to take the examination due to shortage of class attendance, deficiency/bridging course(s) or wishes to improve grade shall be allowed to register in summer/condensed semester. **5.4.8.** The contact hours per week during the summer semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
4. Degree Format	6.2. Four Year Undergraduate Degree Programs Total Credit Hours 120 with single major Total Credit Hours 132 with single major and one minor Total Credit Hours 144 with single major and double minor.
5. Non Credit Hour Course	6.3. Non-Credit Hour Courses In some disciplines, it might be either mandatory or a student may wish to have some value addition in degree. In these courses, a grade of P (Pass) or F (Fail) is awarded and has no bearings on the Grade Point Average (GPA). In case of "F" grade in a course, it is mandatory to repeat the same course.
6. Internship	6.5.1. Internship As per HEC new integrated undergrad policy Internship of 9 weeks is mandatory for all students of all undergrad programs of 3 credit hours.
7. Research Project	6.6. Research Project Every student shall write a research project report (individually) in the final year up to maximum of six (03) credit hours [as per the Higher Education Commission (HEC) guideline relevant to departments/ programs] on a research topic approved by the faculty member/supervisor.
8. DURATION	7. DURATION OF THE UNDERGRADUATE PROGRAMS 7.1. Generally, for completing BS (Hons), B.Sc (Hons) or equivalent programs, duration shall be four (04) years i.e. eight (08) semesters and maximum duration shall be six (06) years i.e. twelve (12) semesters, in genuine cases, further extendable for one (01) year i.e. two (02) semesters with the approval of the concerned Dean, through Departmental Academic Committee (DAC).
9. Associate Degree (Exit Module i.e. BS Program)	8.2.1. Associate Degree (Exit Module i.e. BS Program) Associate Degree (Exit Module) shall be awarded to the BS students on following criteria; i. This degree shall be awarded to recognize only first four (04) semesters of a BS or an equivalent Program, even the student has passed more than four

	(04) semesters. ii. Student has to apply in writing to the concerned Chairperson/Head of Department that the student does not want to continue studies. Chairperson/Head of Department will mark the status of such student as a "Exit" student in record/ERP (if all the requirements of degree are fulfilled) and forward the case to the Controller of Examinations. Student has to attach all Detailed Marks Certificates (DMCs), clearance form and application for official transcript/provisional certificate. iii. The student should have passed all subjects of first four (04) semesters of a BS or an equivalent program with minimum Cumulative Grade Point Average (CGPA) of 2.00 with minimum workload requirement of 60 Cr.Hrs as per approved Scheme of Studies of the concerned department for 1st four semesters of a BS program.
10. SEMESTER DUES	12. SEMESTER DUES 1. In case of first (1st) semester, no candidate will be entitled to deposit any dues if admission is not offered or to claim any right till the confirmation of the admission. A student shall be required to submit dues after confirmation of admission. 2. For subsequent semesters, University dues (at the rate in vogue approved by the University's authorities) shall have to be paid as per following schedule: • Within five working days of the commencement of classes= Normal Semester Fee. • From 6th to 10th working day of the commencement of classes= Normal Semester Fee Plus Fine as per the University's approved rates • From 11th to 15th working day of the commencement of classes = Normal Semester Fee Plus Fine as per the University's approved rates • From 16th to 20th working day of the commencement of classes = Normal Semester Fee Plus Fine as per the University's approved rates • From 21st to 30th working day of the commencement of classes = Normal Semester Fee Plus Fine as per the University's approved rates • From 31st working day of the commencement of classes till commencement of mid-term examination = Normal Semester Fee plus Fine as per the University's approved rates
11. Refund of Semester Dues	12.1. Refund of Semester Dues All freshly admitted students can apply for the refund in writing (Pro forma is attached as Annexure 4). The semester dues/fee charged under all heads shall be refunded in addition to refund schedule of Tuition Fee as prescribed in the UoH Statutes 2016 except Registration Fee and Admission Fee according to the following timeline: Full (100%) fee refund

	Up to 7th working day of commencement of classes Half (50%) fee refund From 8th – 15th working day of commencement of classes commencement of classes No (0%) fee refund From 16th working day of commencement of classes
12. Dues in Installments	12.2. Payment of Semester Dues in Installments 1. There will be two installments….. 8. The application will be processed on a prescribed pro forma obtainable from University of Haripur website / concerned department
13. REGISTRATION OF NEW SEMESTER	**14.** **REGISTRATION OF NEW SEMESTER** i. At the end of each semester (after the result announcement), student (if not dropped out) is required to register the new semester/courses (as per dates specified in Academic Calendar) through ERP or in hard on a prescribed Pro forma (Annexure 6) if ERP is not available. Concerned Chairperson /Head of Department will make sure that all the courses being offered in a semester are displayed on website/notice board, uploaded on ERP and relevant teachers are assigned well before the start of semester registration. Registration of new semester is not required for first (1st) semester (fresh) students.
14. ADD / DROP / CHANGE / WITHDRAWAL OF COURSE(S)	**15.** **ADD / DROP / CHANGE / WITHDRAWAL OF COURSE(S)** **15.1.** **Add / Drop / Change Course(s)** i. Student willing to add any course(s) has to apply to concerned Chairperson/Head of Department on a prescribed pro forma Annexure 6 within ten (10) working days of the commencement of the semester considering the minimum course load for a semester. ii. When a course, for which a student has enrolled, cannot be offered according to the announced program, the student may take an alternative course. However, this must be done not later than seven (07) days after the date of enrollment and in this case students will not pay dues afresh. A student, after taking consent from academic advisor and approval of the concerned Chairperson/Head of Department/Principal, may be allowed to change/drop a course within fourteen (14) working days of the commencement of a semester. If the dropped course belongs to the regular scheme of study then no semester fee will be refunded, however, if dropped course is taken as repeat/improvement/deficiency and student had paid extra fee, then same may either be refunded or adjusted in subsequent semester fee. iv. A student may convert a credit course into a non-credit course or vice versa within fourteen (14) working days from the date of commencement of a semester with the consent of academic advisor and approval of the Chairperson/Head of Department/Director/ Principal of a college. v. A student can drop (by freezing) an entire semester after

	registration/renewal, however, such student shall be required to pay semester charges for that semester as per semester freeze rules. vi. The dropped semester shall be counted towards the maximum number of semesters allowed for completion of degree, provided further that the dropped semester will not be counted towards calculation of Cumulative Grade Point Average (CGPA). **15.2.** **Withdrawal of Course(s)** i. Students are allowed to withdraw from a course till the commencement of mid-term examination. In such a case, the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student, which shall have no impact on calculation of the Grade Point Average (GPA) of the student. ii. A student withdrawing after the commencement of mid-term shall be automatically awarded "F" grade which shall be counted in the Grade Point Average (GPA) calculation.
15. REPEATING (TO PASS OR TO IMPROVE) OR DEFICIENCY/ BRIDGING COURSE(S)	**16. REPEATING (TO PASS OR TO IMPROVE) OR DEFICIENCY/ BRIDGING COURSE(S)** 16.1. Student willing to repeat (to pass or to improve) or appearing for deficiency/bridging course(s) shall register for the same or an equivalent course whenever offered. Student has to apply for the registration of course(s) within ten (10) working days of commencement of classes on prescribed pro forma (Annexure 7). 16.2. Student who gets "C negative" (C⍰) grade in a course can improve the course whenever offered to improve Grade Point Average (GPA)/ Cumulative Grade Point Average (CGPA). 16.3. To pass the failed course(s)/subject(s), a student shall be allowed to repeat failed course(s)/subject(s); same or recommended alternates whenever offered, till termination of maximum allowed duration of the program as well as extension allowed, however, "F" grade obtained earlier shall also be recorded on the transcript(s). 16.4. Student desirous to improve courses (C negative "C⍰" or less grade) after completion of degree requirement may be allowed to do so till termination of maximum time allowed for degree completion and subject to the condition that the same course is being offered by the department (as per the approved Scheme of Studies) at the time of improvement. After improving course(s), if one gets the grade less than the previous, the previous grade will be counted towards the result. 16.5. In case a student repeats the failed course which has already been taken, then: i. The old grade will be replaced with the new grade and will be marked improved/repeated on the Detailed Marks Certificate (DMC). ii. In case, a student takes a new course in lieu of the course failed, both the

	grades will be reflected on transcript, i.e. old course grade (for information only) and new course grade for calculation of grade. 16.6. Fee/charges for repeating (to pass or to improve) or appearing fordeficiency/bridging courses shall be as follows: i. Student repeating (to pass or to improve) or appearing for deficiency/bridging courses (four or more courses) shall be charged full semester fee. ii. In case of repeating (to pass or to improve) or appearing for deficiency/bridging courses within the normal degree duration e.g. first eight (8) semesters for BS (considering the maximum allowable Cr. Hr. load in a semester) shall pay fee/charges as per the University's approved rate, (not applicable on condensed/ summer semester). iii. In case of repeating (to pass or to improve) or appearing in deficiency/bridging courses after the normal degree duration (for 9th and onward semesters) has to pay the semester registration fee plus per course fee as per the University's approved rate. However, in case of opting for four or more courses, a student shall be charged full semester fee. iv. Students applying for improvement after completion of degree shall have to pay charges for each lapsed semester as per the University's approved rate. 16.7. 16.8. If a student has Cumulative Grade Point Average (CGPA) of 2.00 or above, promoted to the next semester and wishes to improve previous semester/course(s) without being registered for the next semester, will be allowed to do so subject to the completion of degree in maximum time allowed duration. Attendance shall not be mandatory for students repeating for improvement.
16. CHANGE OF DEPARTMENT/PROGRAM	**17. CHANGE OF DEPARTMENT/PROGRAM** 1. Student shall deposit a processing fee/charges as per the University's approved rate, for the change of department/program. However, a student shall be considered exempted from the processing fee in case of non-commencement of a program in which the student has already secured admission. 2. Change of department/ program may be availed once. For first (1st) semester students, department will make sure that there is no candidate in waiting list before allowing the change of department within fifteen (15) days of start of classes. 3. Change of department/ program can be availed within two (02) weeks of the commencement of classes. 4. Change of department/ program can be availed in any semester subject to the condition that the time duration does not exceed the maximum time allowed for degree completion. 5. Student shall consult the academic advisor of the relieving department and take approval from both Chairpersons/Heads (relieving and opting department), on a prescribed form Annexure 8.

	6. Opting department will make sure that the student meets the admission requirement, availability of seat and provide guidance to the student about the deficiency course(s) (if any), within the remaining degree duration. 7. In case where the fee of opted department/program is higher than that of relieving department/program, The Director Undergraduate Studies/ Admission Office will issue additional challan for depositing the differential amount. 8. In case where the fee of opted department/program is less than that of relieving department/program, the additional amount may be reimbursed or adjusted in the next semester fee.
17. TRANSFER OF CREDIT HOURS / MIGRATION	**18. TRANSFER OF CREDIT HOURS / MIGRATION** **Please read page 20 and 21 of the semester rules**
18. ATTENDANCE	**19. ATTENDANCE** 19.1. Every student of the University is required to maintain at least 75% of the attendance in each course. A student who fails to meet the minimum requirements of attendance in any course shall not be allowed to take final examination for that course. 19.2. In courses with Lab, every student studying such course is required to maintain at least 75% of the attendance in a lab and 75% in a classroom, separately. A student who fails to meet the minimum requirements of attendance, either in Lab or in a classroom, shall not be allowed to take final examination for that whole course. For Further Details Please visit page # 22-23 of Semester Rules
19. SEMESTER(S) FREEZE, UNFREEZE AND SUSPENSION	20. SEMESTER(S) FREEZE, UNFREEZE AND SUSPENSION 20.1. Semester(s) Freeze 20.1.1. Student apply for freezing of study for maximum two (02) semesters in eight (08) semesters and one (01) semester in four (04) or less semesters degree program During the frozen semester, the student will not be allowed to take any course in university. 20.1.2. In normal circumstances semester freeze will not be allowed in the first semester. Under special circumstances, freezing of first semester can be considered subject to approval by the concerned Dean/Principal. Student repeating the semester due to shortage of CGPA, but courses which student intends to improve/repeat are not being offered in that semester, in such case student may freeze the semester and pay a prescribed fee/charges (as per approved University's rate) for each frozen semester. 20.1.3. With the consent of academic advisor, student will apply to the concerned Chairperson/Head of the Department on prescribed Annexure 11. The Chairperson/Head of the Department will forward the case to concerned Dean/Principal for approval. On approval from Dean/ Principal,

Chairperson/Head of the Department will notify accordingly (Update ERP) making sure the freezing fee is paid and will intimate same to the offices of the Directorate of Undergraduate Studies/Treasurer/Dean/Directorate of IT Services/Controller of Examinations etc.

20.1.4.

Freezing semester within two weeks of commencement of classes will require payment of prescribed fee/charges as per approved University's rate. In case full semester fee already paid, the same will be refunded or adjusted upon unfreezing of the semester, as the case may be.

20.1.5.

Freezing semester before the commencement of midterm will entail forfeiture of 50% (only) of total semester fee while remaining half will be refunded or adjusted upon unfreezing of the semester, as the case may be.

20.1.6.

Freezing semester before the commencement of terminal examination will entail 100% forfeiture of semester fee.

20.1.7.

If a student fails to register or apply for semester freeze within three (03) consecutive semesters, the student shall be automatically removed from the roll of the University.

20.2.

Semester Unfreeze

20.2.1.

To unfreeze the semester, student will apply on a prescribed Pro forma (Annexure 12) to the Chairperson/Head of the Department within two (02) weeks of commencement of classes who will notify to all concerned accordingly with the approval of the concerned Dean/Principal. (Update ERP).

20.2.2.

At the time of unfreeze, if the frozen semester is not offered, student may join the next offered semester subject to the fulfillment of pre-requisite courses/semester (if any) based on the recommendation of the concerned DAC, otherwise the required semester will be considered as suspended. The student may join the previous course(s)/semester in case of improvement/repeating and will repeat the missing semester whenever offered.

Note: Affiliated colleges shall send intimation regarding all freeze/unfreeze cases to the Registrar Office and the Controller of Examinations of the University.

20.2.3.

All cases of freeze and unfreeze shall be moved on file by the concerned Chairperson/Head of the Department [with a note sheet and draft for approval (DFA)] to the concerned Dean.

20.3.

Suspension of Semester(s)

20.3.1.

Student who is marked absent from classes beyond the allowed duration or did not pay pending semester fee [except for first (1st) semester admission]

	within due time will be considered suspended (Teacher/Head of the Department to update ERP). 20.3.2. Maximum of three (03) consecutive semesters may be considered towards suspension. Thereafter, student will be considered expelled from the roll of the program/university. 20.3.3. Suspended semester(s) shall be counted towards the maximum allowed duration of the concerned program of study and, in no case, maximum allowed duration of the program shall be extended on basis of suspension or freeze of a semester(s). However, suspended/frozen semester(s) shall carry no numeric or letter grade on transcript. 20.4. Restoration of Suspended Semester 20.4.1. To reactivate the suspended semester, student will have to apply to the Chairperson/Head of the Department either before the start of semester or within two (02) weeks of the commencement of the classes who will notify the same with the approval of concerned Dean/Principal and after the payment of due semester fee, if any, as mentioned in Section 20.4.2. below (ERP will be updated). Note: Affiliated colleges shall send intimation regarding all semester suspension/reactivation cases to the Registrar Office and Controller of Examinations of the University. 20.4.2. At the time of restoration of semester, fee/charges (as per approved University's rate) will be charged for each suspended semester. 20.4.3. All cases of restoration shall be moved on file [with a note sheet and draft for approval (DFA)] to the concerned Dean.
20. MAKE-UP EXAMINATIONS	**21. MAKE-UP EXAMINATIONS** 21.1. Make-up examinations shall be conducted on the request of those students who have fulfilled all requirements for appearing in the mid/final term examination but could not appear due to attending sports/national/international event on behalf of the University or any other certain/valid reason. Student has to apply on a prescribed form (Annexure 13) to the concerned Head/Chairperson of the Department for makeup examination request along with justification within ten (10) working days of completion of relevant examination. 21.2. If re-take is approved by the Chairperson/Head for final term examination, Grade "I" shall be granted to the approved cases, which must be converted into an earned grade within three (03) weeks from the date of declaration of the result by department; otherwise Grade "I" shall be converted into Grade "F" automatically. In case of midterm examination, the concerned Chairperson/Head of the Department has to submit the results to the Controller of Examinations within three (03) weeks after the completion of

	mid-term examination. 21.3. The pattern, i.e. nature and number of questions and weightage of the make-up examination shall be same as of the regular examination. 21.4. There will be no make-up/special examination in a semester for failed students; if a student fails in a course, such a student is required to repeat it, whenever offered. 21.5. In case of make-up examinations (mid or terminal examination), the student shall pay a prescribed fee/charges (as per approved University's rate) for the mid-term and terminal examination, (within the specified time). The Chairperson/Head of the Department will send the approval to the Directorate of Undergraduate Studies/Admission Office for issuance of fee challan. 21.6. As an exception to the above (particularly on medical grounds), special make-up exams may be arranged for students on recommendation of the concerned Chairperson/Head of the concerned department (with valid documentary evidence) and approval from the Dean.
21. EVALUATION OF A COURSE AGAINST DIFFERENT COMPONENTS **22. 22.1.**	**22. EVALUATION OF A COURSE AGAINST DIFFERENT COMPONENTS** **22.1.** A student shall be evaluated in each course on the basis of the following components: a. Class tests/quizzes b. Assignments/field work etc. c. Practical copy/Lab report etc (if applicable) d. Mid-term examination e. Terminal examination f. Lab practical examination (written/viva voce/demonstration, if applicable) All above tests carry different weightage and contribute towards the overall assessment in percent marks. 22.2. Following weightage shall be given to the different components of the examinations, assignments etc. for each course in each semester: **CATEGORY 1 Courses with Theory Only Evaluation Components Distribution of Marks** **Class tests/ Quizzes10%** **Assignments etc.15%** **Mid-term examination25%** **Terminal examinationi. Theory50%** **CATEGORY 2 Courses with Theory & Practical Both Evaluation Components Distribution of Marks** **Class tests/ Quizzes 5%** **Assignments etc.5%** **Mid-term examination25%** **Terminal examinationi. Theory50%**

ii. Practical Written Part 10-15%

ii. Practical Demonstration/Viva voce*0-5%

***Teacher may take demonstration/viva voce or merge the marks in practical written examination taken with theory. Teacher has to extend the allowed time for practical written examination.**

23. GRADING POLICY

23.6. Keeping in view the variations related to both academic systems (semester and annual system), The University of Haripur has adopted the policy of Absolute Grading System as per following details:

The University of Haripur Grading Sheet

Percentage Marks	Numerical Grade (NG) Range	Letter Grade	Quality of Performance
0-49	0.00	F	*Fail*
50-53	1.00-1.25	D	*Minimum acceptable*
54-57	1.33-1.58	D^+	*Minimum acceptable*
58-60	1.67-1.83	C^-	*Adequate*
61-63	1.92-2.08	C	*Adequate*
64-67	2.17-2.42	C^+	*Adequate*
68-70	2.50-2.67	B^-	*Good*
71-74	2.75-3.00	B	*Good*
75-79	3.08-3.42	B^+	*Good*
80-84	3.50-3.90	A^-	*Excellent*
85-100	4.00	A	*Excellent*

**fraction is to be rounded as a whole.*

Detailed Numerical Grades (NG) and Corresponding Percentages

%age Score	NG	Letter Grade	%age Score	NG	Letter Grade	%age Score	NG	Letter Grade
Below 50	0.00	F	62	2.00	C	75	3.08	B^+
50	1.00	D	63	2.08	C	76	3.17	B^+
51	1.08	D	64	2.17	C^+	77	3.25	B^+
52	1.17	D	65	2.25	C^+	78	3.33	B^+
53	1.25	D	66	2.33	C^+	79	3.42	B^+
54	1.33	D^-	67	2.42	C^+	80	3.50	A^-
55	1.42	D^-	68	2.50	B^-	81	3.60	A^-
56	1.50	D^-	69	2.58	B^-	82	3.70	A^-
57	1.58	D^-	70	2.67	B^-	83	3.80	A^-
58	1.67	C^-	71	2.75	B	84	3.90	A^-
59	1.75	C^-	72	2.83	B	85-100	4.00	A
60	1.83	C^-	73	2.92	B			
61	1.92	C	74	3.00	B			

24. Calculation of GPA/CGPA

25. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

25.1.

GPA: This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in a particular semester.

25.2.

CGPA: This is a figure ranging preferably from 0.00 to 4.00 be used to indicate the performance of a student in two or more semesters.

25.3.

Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) will be calculated using the following relationships:

Sum of the products in a Semester

(Product: Course Credit Hours x Numerical Grade Earned)

GPA = ----------

Total Semester Credit Hours

Sum of the products in all Semester

(Product: Course Credit Hours x Numerical Grade Earned)

CGPA = ----------

	Total Credit Hours taken in all Semesters 25.4. CGPA Required for Degree Completion: The minimum qualifying CGPA for completion of an undergraduate level is 2.00.
25. PROMOTION, PROBATION, DROPOUT AND RE-ADMISSION	**26. PROMOTION, PROBATION, DROPOUT AND RE-ADMISSION** **26.1.** Basic Criteria for Promotion For promotion to the next semester, in addition to the GPA/CGPA requirements, passing of at least 50% of the offered semester courses (except improved/repeat courses) in an enrolled semester will be mandatory and the 50% number may be rounded off to higher number (e.g. 50% of five courses shall be three not two). 26.2. Promotion from First (1st) Semester to Second (2nd) Semester a. An undergraduate student with Grade Point Average (GPA) of 2.0 and above in the first semester shall be promoted to the second semester. b. An undergraduate student with GPA 1.50 or more but less than 2.0 in the first semester shall be promoted to the second semester on “Probation”. c. An undergraduate student with GPA less than 1.50 in the first semester shall be dropped from the Program and Roll of the University. 26.3. Promotion from the Second (2nd) and Subsequent Semesters a. An undergraduate student with Cumulative Grade Point Average (CGPA) of 2.00 and above shall be promoted to the next semester. b. An undergraduate student with CGPA 1.50 or more but less than 2.00 shall be promoted to the next semester on “Probation”. c. An undergraduate student with CGPA less than 1.50 in second (2nd) semester only shall be dropped from the Program & Roll of the University. d. If a student gets less than 2.00 CGPA after exhausting two (02) probations in third (3rd) or any subsequent semester, shall not be promoted to next semester, nor dropped, but shall be allowed to repeat previous course (s) / semester, when offered, to improve CGPA to 2.00 or above, provided that the student completes the degree in the maximum allowed duration. e. After improving and acquiring CGPA to 2.00 or above [as mentioned in 27.3 (d)], the student may join the next offered semester if the required semester is not offered by the department (on recommendations of the DAC), subject to the fulfillment of pre-requisite courses/semester (if any), otherwise the required semester will be considered as suspended. 26.4. Probation Status a. No probation shall be allowed in a program comprising of two (02) semesters duration. b. There shall be only one (01) probation allowed in a program comprising of three (03) and four (04) semesters duration. c. There shall be two (02) probations allowed in a program comprising of eight (08) semesters duration.

	26.5. An undergraduate student who has been declared to be dropped in 1st or 2nd semester may apply for readmission in the first semester as a fresh candidate.
26. STUDENTS' GRIEVANCES REDRESSAL MECHANISM	**28. STUDENTS' GRIEVANCES REDRESSAL MECHANISM** 28.1. Departmental Students' Grievances Redressal Committee In order to redress the grievances of the students about any course instructor, grades or for any other academic issue/grievance, each Department shall have a committee comprising of three (03) senior faculty members duly notified by the concerned Chairperson/Head of the Department to address grievances of the students. The Chairperson/Head of the Department concerned may convene meetings of the Committee as and when required and proper record shall be maintained. 28.2. Procedure a. Student shall submit grievance in writing to the concerned Chairperson/Head of the Department. b. The Chairperson/Head of the Department shall call a meeting of the committee and shall be bound to hear parties and submit report within (05) five days or before the start of registration for the new semester, whichever comes early. c. In case the any party is not satisfied with the decision of this committee, it can send appeal to the UoH Students' Grievances Redressal Committee.
27. STUDENT CLEARANCE	**29. STUDENT CLEARANCE CERTIFICATE FOR ISSUANCE OF EXAMINATION ADMIT CARD, DMCs & DEGREE** **29.1.** Student is required to meet following conditions to get clearance certificate before sitting in terminal examination: a. Has paid all the dues (departmental, chief proctor office, transportation, hostel fee etc) and returned the books to library. b. Has submitted teacher's and course's evaluation. For Further Details please visit page # 32 of Semester Rules
28. MERIT CERTIFICATES / MEDALS	**30. MERIT CERTIFICATES / MEDALS** 30.1. The Controller of Examinations shall issue a certificate of merit to a student who stands first in the degree program on the basis of overall result provided that the student has obtained CGPA 3.5 or more in the aggregate, has not failed in or improved any course has completed the course work in normal period, not charged under any disciplinary action as prescribed for undergraduate programs. The minimum number for the total number of active students in a program shall not be less than ten (10). In case two or more students secure same CGPA the decision will be made on the basis of percentage. The gold medal to an on-campus/affiliated colleges student(s) will be awarded separately.

	For futher details please visit page # 33 of Semester Rules
29. UNIVERSITY'S DISCIPLINE	**31. UNIVERSITY'S DISCIPLINE** 31.1. The University of Haripur Students' Disciplinary Rules and Regulations Disciplinary/Criminal cases will be dealt as per "The University of Haripur Students' Disciplinary Rules & Regulations". For futher details please visit page # 34 of Semester Rules
30. CONDUCT OF SEMESTER EXAMINATIONS	**32. CONDUCT OF SEMESTER EXAMINATIONS** For Details Please visit page # 34 of Semester Rules