

GOVERNMENT POST GRADUATE COLLEGE MANSEHRA

SUBJECT REPETITION REGISTRATION FORM

(To be submitted to Controller's Office)

Name of the student _____

College Roll No _____ University Exam Roll No _____

Department _____

Session _____ Current Semester _____

DETAIL OF COURSES TO BE REPEATED / IMPROVED

S.No	Semester in which the course is offered	Course Title	Earlier Marks /Grade	Credit Hours
1				
2				
3				
4				
Credit Hours in the Current Semester				
Total Credit Hours				

Kindly register me in the above subjects. It is certified that I understand the Policy regarding repetition of courses as mention in Hazara University Semester rules.

Student's Signature: _____

Date: _____

NOTE: DO NOT REGISTER YOURSELF FOR MORE THAN 21 CREDIT HOURS.

Chairman/HOD

Controller Examination

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.
- 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)*

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