

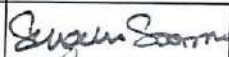


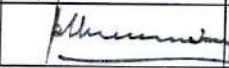
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DOW UNIVERSITY OF HEALTH SCIENCES



STANDARD OPERATING PROCEDURE

Policy for Promotion in Undergraduate Programs (BS, DPT, Post RN BSN & Post RN BSM, Associate Degree Programs)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Ms. Sanam Soomro	Director QEC		02-05-24
REVIEWED BY:	Prof. Fuad Shaikh	Controller Examinations		03-05-24
REVIEWED BY:	Dr. Ashar Afaq	Registrar-DUHS		3 rd May, 2024
APPROVED BY:	Prof. Mohammed Saeed Quraishy	Vice Chancellor		3/5/2024
REVISION NO.:	01			
DATE OF ISSUE:	15.05.2024			

Registrar Secretariat
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Document Change Record

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.		15.05.2024	12	4.4 (4.4.1 & 4.4.3)	Content revised
2.		15.05.2024	13	4.4 (4.4.4 & 4.4.5)	Addition of new Content
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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- **Registrar, DUHS**
- Head of Institutes and Colleges/ Program Directors of Bachelor/Undergraduate Programs
- Controller of Examinations
- **QMR/QEC Department**
- Director Admissions
- Deputy Registrar
- Director Finance

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TERMS AND DEFINITION

TERMS	DEFINITION
Academic Calendar	Every College/Institute/School must publish an Undergraduate and Graduate calendar/catalogue including schedule of its whole academic year (fall, spring semesters, remedial classes schedule), for the convenience of students and Faculty members.
Failed Course	If a student gets 'F' grade, s/he will be required to repeat the course or its recommended alternate, if any. However, "F" grade obtained earlier will also be recorded on the transcript.
Re-take	Retake refers to that exam that is offered in case of a failed exam/course failed the first time.
Pre-requisite Course	A prerequisite is a specific course or subject that a student must complete before they can take another course at the next grade level or advanced level. To be accepted into some courses, the student will have to pass with satisfactory performance a similar course in the same or a related subject at a lower grade level.
Transcript	A transcript is a copy of a student's permanent academic record at the University, including all courses taken throughout a course of study, including all grades received, in all degrees conferred to a student, postgraduate, undergraduate or diploma/certificate.
Promotion	<p>Annual Promotion: This is the practice adopted in all Colleges/schools wherein students are promoted to the next year of study, either in a professional program or a trade program, at the end of an academic year on the basis of their performance in the annual examination or weighted marks. In this case, if a student fails to attain a pre-determined standard, in a specific number of subjects, he/she is detained because of failure in the same semester and therefore, not eligible for promotion in the next semester, unless dictated otherwise by their governing body/accreditation council.</p> <p>Conditional Promotion: Under another system, a student may be promoted to the next semester, on conditional basis, i.e., if he/she fails to make up his/her deficiency in a particular subject in which he/she is weak, he/she will be sent back to the original</p>



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	<p>class, and will be required to satisfy those requirements before commencement of the program as per curriculum plan.</p> <p>This gives a second chance to a student to save one academic year and associated costs. However, such a chance is given to a student only if his/her performance, with the required CGPA, as defined in this policy.</p>
Re-Admission	<p>Re-admission in the case of struck-off student is classified as a new admission, through University admission process, into the academic program they are applying to, unless they are being struck-off, or have dropped out having admission cancelled on basis of non-attendance, any disciplinary action or having tried attempts to pass (as required by their governing body/accreditation council).</p>
Drop out Student/ Struck-Off Student	<p>A "dropout student" means a registered student of the college/ institution, admitted after due process and who has left the institution either without attending classes or struck-off from the institution roll after failure to succeed successfully completing provided chances in the university's semester examination or after 2 instances of academic probation.</p> <p>Any student who may voluntarily withdraw from the University rolls is also considered a drop out, where he/she is unlisted from the roster after withdrawal, as per policy. Drop out may have associated fees, as per degree awarding program requirements</p>

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LIST OF ABBREVIATIONS

BS	Bachelor of Science
CGPA	Cumulative Grade Point Average
DOC	Document
DPT	Doctor of Physiotherapy
DUHS	Dow University of Health Sciences
FM	Form
GPA	Grade Point Average
HEC	Higher Education Commission
HOD	Head of Department
ION	Institute of Nursing
ISO	International Organization for Standardization
OC	Organization Chart
PMDC	Pakistan Medical and Dental Council
Q Bank	Question Bank
QEC	Quality Enhancement Cell
QMR	Quality Management Representative
QMS	Quality Management System
QSP	Quality System Procedure
SOP	Standard Operating Procedure
VC	Vice Chancellor

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1. PURPOSE:

This revised document has been developed to be consistent with the 2015 guidelines of Higher Education Commission, Pakistan and to be uniformly implemented in all the colleges/institutes/ schools of DUHS offering undergraduate programs with semester system of examinations.


The revised policy guidelines are designed to cover a range of policy decisions pertaining to implementation of the assessment system recognized in, and used by, a large number of participating DAIs as per the HEC guidelines. This document will be shared widely within the University for meticulous implementation at all schools/institutes/colleges offering BS programs with a semester based system.

2. SCOPE:

This Promotion Policy is aligned with the Higher Education Commission, Pakistan's guideline for semester systems, and is to be applicable to all Bachelor of Science programs or Bachelor programs awarding a BS qualification, including Doctor of Physiotherapy (undergraduate), Bachelor of Business Administration (BBA), Post RN BSN, Post RN BSM, or equivalent undergraduate 5 year professional programs, following the guidelines of the semester based system. Those programs that do not have existing accreditation councils or guidelines for promotion defined as per accreditation council requirements will also fall within the scope of this policy for promotion in undergraduate or equivalent programs. This will also translate to constituent and affiliated colleges following the curriculum plan/scheme of studies of the programs offered at DUHS and affiliated by DUHS.

Furthermore, the notification for the "Promotion Policy for MBBS/BDS programs at DUHS", **Ref. No. DUHS/Reg-2021/04-54-A, dated 17-04-2021, may only be applied to** undergraduate constituent, affiliated, medical & dental programs of DUHS, or those programs with specified implementation of an annual system of examinations, or as per the examination schedule requirement of their accreditation council.

The notification policy referenced above (**Ref. No. DUHS/Reg-2021/04-54-A, dated 17-04-2021**) **does not apply to** those allied health sciences programs that are following the semester system, specifically BS Nursing (Generic), Post RN Nursing, Post RN Midwifery, BS Medical Technology, BS Dental Hygiene, BS Dental Technology (Formerly BS Dental Care Professional), BS Radiologic Technology, Bachelor of Business Administration (BBA), BS Nutritional Sciences, BS Public Health, BS Psychology, BS Biotechnology, Doctor of Physiotherapy, BS Prosthetics & Orthotics, BS Occupational Therapy or any other Bachelor's/ BS program offered from the University.

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3. RESPONSIBILITIES:

The following are the Responsibilities of Officers with regards to the Promotion Policy of undergraduate students in BS programs of the University:

3.1 DIRECTOR/PRINCIPAL of Institutes/Schools/ Colleges:

- 3.1.1 Governs and guides the implementation of the promotion policy for facilitation of all of its enrolled students.
- 3.1.2 Implements smooth conversion and coordination of examination system, holding of classes, as required for students that are to be placed in subsequent semesters.
- 3.1.3 Monitors and communicates/documents the attendance of each student enrolled in each course on a daily basis.
- 3.1.4 Supervises the administrative implementation of semester to semester offering of classes, as per requirement of curriculum in addition to remedial courses.
- 3.1.5 Resolves and handles all student related matters, queries and grievances.
- 3.1.6 The Director/ Principal is to make an Academic Calendar of the program, that will be shared with Examination Department, Q bank and QEC-DUHS on an semi-annual basis, for each semester defined in that program.
- 3.1.7 **ACADEMIC CALENDAR:** Every College/Institute/School must formulate and publish an Undergraduate and Graduate calendar/catalogue, including schedule of its whole academic year (including fall, spring semesters, any summer semester schedules), for the convenience of students and faculty members in advance of the commencement year.
 - The calendar will include the following information:
 - Semester starting date.
 - Students' semester break(s) during the course of the academic year.
 - Semester termination date.
 - Mid-Term exams schedule (tentative)
 - Final exam schedule (proposed).
 - Estimated result notification and transcript issue dates (as tentatively communicated by the Controller Examination).

3.2 CONTROLLER OF EXAMINATIONS

- Responsible for the conduct of examinations, midterm, and regular and special case examinations, including re-takes, wherever applicable.
- Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors/administration of college/school/institute, in a timely manner to facilitate enrollment for the next semester or graduation.

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- The Examinations Department will also provide each transcript of the student, which will have course grades, semester Grade Point Average (GPA) and Cumulative GPA (CGPA), as calculated in accordance with DUHS/HEC policy.

3.3 Student Academic Advisor: The Institute's Principal/Director will assign an advisor, either a faculty member or academically knowledgeable person, to groups of students on entry/admission of the candidates throughout the students' course of study in the program.


- 3.3.1 In case of a student on academic probation, where the students' CGPA is below 2.0, the advisor and the students together will develop a comprehensive plan of study that will guide the students to achieve their academic goals each semester.
- 3.3.2 The advising student file must be maintained within the institute / college/school and CMS, be updated timely each semester and will include copies of transcripts, and GPA earned from semester-to-semester basis, along with their attendance in each class.

4. PROCEDURE

4.1 ATTENDANCE

- 4.1.1 Attendance in classes is mandatory to be monitored, especially in a semester system; University policy for minimum attendance must be implemented in all undergraduate teaching institutes/colleges/schools.
- 4.1.2 University policy for minimum attendance is 75% as per HEC guidelines; however, each institute/college/school can make it more stringent in a specific discipline or a course to complete the requirements of that course. However, minimum attendance guideline will be according to University policy.
- 4.1.3 The instructor may report a student's absences to the Dean/HOD, and the student may be notified by his/her Dean/HOD regarding failing to meet attendance requirements, at least once in the semester or periodically as the administrative capacity may allow.
- 4.1.4 A student may be stopped from midterm or final examination for not having adequate attendance in the course or the overall semester, which may be counted as an attempt to take a regular examination.

4.2 Failed Course: If a student gets 'F' grade or fails a course, s/he will be required to repeat the course or its recommended alternate, as per curriculum requirements or recommendations of Curricular Review Committee of that program.

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4.3 Promotion based on Passing of Subjects/ Courses/ Papers:

- 4.3.1** Minimum **2.0 CGPA** is required for award of degree in an undergraduate program and a student must maintain at least **CGPA 1.7** in one semester to be considered eligible for promotion in the next semester. Less than CGPA of 2.0 is considered 'Academic Probation'.
- 4.3.2** The students acquiring **GPA 1.70 and above**, but **failing** in any paper(s) will be promoted to the next semester **conditionally (conditional promotion)** that he/ she will pass the course in the re-take examination, or in the next semester's retake examination, with the requirement to attend all the required classes in the next semester; furthermore, with maximum attempts for retakes to be defined as no more than 4 overall, availed or un-availed.
- 4.3.3** Therefore, **number of attempts allowed to clear a course/subject/paper in the 1st and 2nd year of a 4-year Bachelor program of study will be 4 overall, availed or un-availed.** However, **there is no cap in the number of attempts for a 2 year program of study such that after they have been conditionally promoted to the 2nd year, they can continue attempts as and when offered till the expiration of their enrollment period.**
- 4.3.3.1** After utilizing full number of attempts, availed and un-availed, within the first 2 years in a 4 year program of study, and the subject **not cleared/passed**, will be grounds for the students to be dropped out of the program of study by the Principal/Director; however, students may re-enroll in another program or in the same program in the next admission cycle, through the advertised merit process of admissions, as per DUHS rules and procedures.
- 4.3.4** **Students acquiring CGPA of less than 1.70 and passing in all papers will also be promoted to the next semester/year; however, a CGPA of 2.0 in each undergraduate program is needed to qualify for the award of degree.**
- 4.3.5** In addition, it is understood that the University is not required to offer all courses in each semester and the course may be offered in the next academic session or semester, as per curriculum plan of study.
- 4.3.6** Students' full academic performance will also be considered when they are re-taking the course, and the student has to maintain and get at least minimum required marks in tests, practical, Projects, Thesis, Assignments, Mid-term Test and Theory Papers **aggregate**.
- 4.3.7** Minimum attendance in the repeat subject will be **ensured** in that immediate next session/semester for the re-taking of the failed class.
- 4.3.8** After utilizing all 4 attempts in the first 2 years of a 4 year program of study, student is considered **automatically dropped** from the University's program of study. A notification of the same will be issued by the respective Principals/ Directors of the BS program of study of affiliated or constituent colleges to inform the student upon announcement of the result.
- 4.3.9** However, s/he will be eligible to seek re-admission as a new candidate. Re-admission will be allowed only once during 4 years BS degree program, as per admissions procedure of the University. Student must meet all regular requirements for re-

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admission and is not considered automatically re-enrolled, foregoing the merit process.

4.3.10 Readmission will be allowed after the payment of full admission fee and the student will be considered as an external candidate with others, and admitted as per merit list.

4.3.11 The Policy for conditional promotion will be allowed more than once throughout a 4 year degree program.

4.3.12 For the award of degree the student must have a minimum CGPA of 2.0 in the undergraduate program and completed all requirements in the maximum duration of the program.

4.3.13 Maximum Duration of Validity of Enrollment in a 4 Years undergraduate program of study is defined as 8 years; 10 years for a 5 year professional undergraduate program of study.

4.3.14 Calculation of GPA & CGPA

The formula for calculating the GPA & CGPA, as per HEC guidelines, is as follows:

$$\text{GPA} = \frac{\text{Sum over all of courses in a semester (course credit hours X grade points earned)}}{\text{Total semester credit hours}}$$

$$\text{CGPA} = \frac{\text{Sum over all of courses in ALL semesters (course credit hours X grade points earned)}}{\text{Total credit hours in ALL semesters}}$$


4.4 Remedial Classes during the Summer Semester:

4.4.1 There are two regular semesters (fall, spring) in an academic year. Fall/Spring semesters are spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams); however, remedial classes can optionally be offered during the summer semester, if defined in the academic calendar of the school/institute, consisting of 4-9 weeks of concentrated study for completing any failed/remedial course work in subjects that are failed/not pass by candidates of that particular program of study.

4.4.2 A student cannot take/enroll in more than 6 Credit Hours in the Summer Semester, at one time.

4.4.3 Eligibility of students for Summer Semester Exam:

- Student not passing a pre-requisite Course necessary to proceed further
- Students who dropped/withdrew from a Course for any reason
- Student who has failed a Course
- Student stopped from taking a Course due to attendance deficit
- Student who wants to improve his grade in a Course
- Student who desires to take a Course offered in Summer Semester

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4.4.4 If a previously failed student passes a Course in the Summer Semester Exam, his/her new result/grade will replace the F grade previously obtained and will not affect the total credit hours of the program.

4.4.5 If a student does not pass a Course in the Summer Semester Exam, it will not affect the total credit hours of the program.

4.5 Freezing of Semester:

- 4.5.1 Freezing of first two semesters for BS or equivalent program and first semester for MS is not allowed. Freezing of Semester will only be allowed after successful completion of 1st year program of study (semesters 1 & 2).
- 4.5.2 If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester, after commencement and enrollment of the student will be allowed. The Principal / Director of the Institute/College/School shall inform the student of the maximum duration of the degree program, which shall remain the same despite the freezing of a semester.
- 4.5.3 If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the University is not required to offer all courses in each semester.
- 4.5.4 In special hardship cases, the University may allow a student the freezing of a semester with the prior permission of the Vice Chancellor. Medical certificate must be duly signed by the University Medical Board for the VC to make the decision.
- 4.5.5 The duration of freezing is not to be longer than one year; furthermore, a candidate who gets a semester freeze can get re-admission next year with upcoming session, but hardship cases can be considered by the competent authority only.
- 4.5.6 Under special *hardship circumstances freezing of first semester can be considered by the approval of competent authority; these may include Iddat, Maternity/Delivery, Death in the immediate family or any other subject to acceptance on justified rationale.
- 4.5.7 Note: Freezing of Semester will only be allowed after successful completion of 1st Semester, as prerequisite, as the case may be for other semester's predecessor to the freezing Semester.

4.6 Extension in Period of Study of Bachelor Programs:

- 4.6.1 In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in the university program, upon case of student being submitted and permission granted from University's Academic Committee.
- 4.6.2 The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University.

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4.6.3 The students who have been given the right to extend the duration of study for one additional year are then required to pay new registration fee, along with normal fee for that academic year.

4.6.3.1 They are also required to ensure minimum attendance requirements of the University for Undergraduate Programs and report on a timely basis for joining the program of study.

5. RELATED DOCUMENTS:

5.1 The Promotion Policy for Students at Dow University of Health Sciences, from one year to another, **Ref. No. DUHS/Reg-2013/07-1090, dated 26th July 2013 (Cancelled)**

5.2 Promotion Policy for MBBS/BDS programs at DUHS", **Ref. No. DUHS/Reg-2021/04-54-A, dated 17-04-2021.**

6. RELATED RECORDS: None