COMSATS Institute of Information Technology
Registrar Office, Principal Seat, Islamabad

No: CIIT-Reg/Notif-851/2013/1496

Monday, November 04, 2013

Notification

In light of the decision of the COMSATS Institute of Information Technology Executive Committee (CEC) in its 75th meeting held on 4th October 2013, the following clause (c) of section 23 of the Revised Regulations Relating to Undergraduate Degree Programs, 2012, titled “Procedure For Decision For Makeup Of Terminal Exams” is hereby notified for implementation at CIIT.

(c) Procedure For Decision For Makeup Of Terminal Exams:

i. The competent authority in every campus i.e. Director of the concerned Campus or Rector in case of Islamabad Campus, shall constitute a Campus Make-Up Exams Requests Review Committee (CMERRC) before the start of the terminal examinations in every semester. The formation of the committee shall be as follows:

   a. A Professor/ Senior Associate Professor
      Or
      Any Administrative Officer of the same level in case of non availability of a Professor/ Associate Professor
   b. At least two senior faculty member not less than Assistant Professor
   c. Incharge Examination of the concerned campus or any other officer of the level not less than Assistant Secretary Controller of Exams, from the same office

ii. The concerned HoD shall forward all such requests, which fulfill the above mentioned conditions, to the secretary of CMERRC, within three working days from the last scheduled date of terminal examinations.

iii. The Secretary after initial scrutiny shall submit all the cases, meeting the said conditions, to the convener within two working day from the receipt of the case. The cases not meeting the said conditions shall be rejected and returned to the concerned department with in the same time period.

iv. The convener shall call a meeting of the committee on a suitable date within next three working days.

v. The secretary shall invite all the members and the concerned students (or their representative in case the student is not in condition to attend the meeting) on the decided time.

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vi. The result of the student shall be reflected as “Later On” in the subject as well as semester in the Result Notification of the semester if it is issued before the decision of the committee.

vii. The committee shall review the case and shall allow/disallow the makeup examination on case to case bases. If satisfied, that the reasons for missing the paper were really beyond the control of the student, the committee will determine the maximum period to permit the student to appear in the makeup examination for the particular course. This period, anyhow, shall not be more than one calendar month from the notification of the result of the examination in which the paper was missed.

viii. Once the committee permits for the makeup examination the student shall be assigned an appropriate incomplete code. The possible incomplete codes with their conditions are described below:

a. IW (Incomplete Withdrawal): This grade will be assigned if the cumulative pre-terminal marks secured by the student, in the particular course, are not less than 80% of the total (i.e. maximum pre-terminal marks). The grade will be changed to “WD” if the course is not completed/passed within the stipulated period.

b. IF (Incomplete Failed): This grade will be assigned if the cumulative pre-terminal marks secured by the student are less the 80 but not less than 60% of the total (i.e. maximum pre-terminal marks). The grade will be changed to “F” if the course is not completed/passed within the stipulated period.

ix. The committee can, anyhow, change an “IW” to “IF” but not vice versa.

x. The courses with the above letter grades will not be counted while calculating the GPA for the semester but will be considered for calculation of total course load or total credit hours registered in the semester.

xi. If the subsequent semester starts before the makeup exam and its result notification, the student shall be allowed to register provisionally in it, and the registration shall be confirmed only on attaining a status other than “DF” after notification of result after replacing the incomplete grades with regular grades.

xii. If the student does not pass the course within stipulated grace period then the grade will automatically be converted to “F” or “WD”, as the case may be. On conversion, it will be subject to the rules applicable in case of “F” and “WD” in normal cases.

xiii. The CGPA, of the semester in which “IF” or “IW” was awarded, will be recalculated after replacing the temporary grades with new grades and the
result of the concerned student of that semester will be re-notified accordingly.

xiv. If, as a result, the student attains “DI” or “PB” status in that semester, it shall be effective from the same semester in which the temporary grade was awarded, but the student will not be entitled for any financial or academic award (for the concerned semester) after the result is changed.

Nadeem Uddin Qureshi
Additional Registrar

Encl: As above.

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