

**GRAND ASIAN UNIVERSITY SIALKOT****REGISTRATION OF REPEATING / IMPROVEMENT COURSES FOR CASUAL STUDENTS IN SPRING / FALL (20____) SEMESTER**

Note: Before filling in this form, read the overleaf instructions carefully.

1. Name of Applicant _____
(As per Matric Certificate – IN BLOCK LETTERS)
2. Father's Name _____
(As per Matric Certificate – IN BLOCK LETTERS)
3. Regd No. _____ 4. Roll No. _____
5. Department _____ 6. Program _____
7. Address _____

**Recent
Photograph**

8. Detail of Courses to be taken:

Sr. No.	Course Code	Course Title	Semester	Credit Hours	Previous Grade
(i)					
(ii)					
(iii)					
(iv)					
(v)					

9. I, solemnly declare that:

- a. I have submitted the Casual Students Enrollment Form (Form REC-1).
- b. The information given above is correct and that I shall abide by the Statutes, University Ordinance, Regulations and Instructions governing the Teaching and Examinations for which I am a candidate.

Dated: _____

Signatures of the Candidate

10. Certificate – I

Certified that:

- a. the applicant fulfills the conditions for eligibility as laid down under the Statutes, University Ordinance and Regulations in force, in the year of Teaching and Examinations.
- b. the teaching and examination schedule makes it possible for the Department to allow him to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

(Head of Department)

(Dean of Faculty)

(To be completed only if permitted by the Head of Department concerned to register the Courses)

11. Fee Deposited: Amount (Rs.) _____ Fee Deposit Slip No. _____ Dated _____

12. Certificate – II

Certified that:

- a. the particulars of the applicant are correct.
- b. the applicant has deposited the prescribed course registration fee and examination fee in the University Accounts Office.

(Accounts Officer)

INSTRUCTIONS FOR CASUAL STUDENTS**(REGISTRATION OF REPEATING / IMPROVEMENT COURSES IN POST FINAL SEMESTERS)**

1. An academically deficient casual student shall be allowed to repeat / improve the course(s) during the summer semester, if offered, as well as during the post final semesters whenever the teaching and examination schedule makes it possible for him to register himself for the course(s) with junior classes and to take the Mid and End Semester Examinations.
2. An academically deficient casual student shall be allowed to get himself registered for as many courses in his post final semester such that his total semester load does not exceed 21 credit hours, provided that contact hours also do not exceed the total number of available work hours per week.
3. In case of repetition/improvement of a course, the student shall pay course registration and examination fee as prescribed by the University. It shall be noted that a student can only improve a grade lower than C (i.e. C-, D+, D and F) in case of undergraduate programs and lower than C+ (i.e., C, C-, D+, D and F) in case of graduate programs.
4. If a student registers himself for improvement of a course and completes it, the better grade obtained by him shall be considered for the computation of SGPA and CGPA.
5. In case a student repeats an elective course, which has already been taken and in case a student takes a new course in lieu of that elective course in which he failed, both the courses along with grades shall be reflected on his transcript.
6. The maximum duration of degree program shall remain the same, which will be counted from the date of student's first semester registration including the post final semesters.
7. The casual students are required to deposit the prescribed Course Registration Fee @Rs. 5000/- per credit hour & Examination Fee @Rs. 8000/- within due date and Course Registration Fee @Rs. 10000/- per credit hour & Examination Fee @Rs. 8000/- after due date.

Note: The Students, who want to register themselves for repeating / improvement of course(s) during the Regular Semester as post final casual students are directed to contact the Head of their respective Department for guidance **before depositing the fee** to seek assurance whether a course is being offered and whether the teaching and examination schedule makes it possible for the Department to allow them to register for the course(s), attend the classes and to take the Mid and End Semester Examinations.

-X-