



# **DHA SUFFA UNIVERSITY**

*Off Khayaban-e-Tufail, Phase –VII (Extension), DHA, Karachi – 75500*

## **REPORTING OF ABSENTING STUDENT**

(to be initiated by the Department Concerned)

Name:	Batch/Class:
Academic Program:	Registration No.
Semester of Admission:	Current Semester:

Above named student has not enrolled in Semester \_\_\_\_\_

**OR**

is absent from the class w.e.f. \_\_\_\_\_ to date having, absence of \_\_\_\_\_ days without information/approval

It is recommended that his/her registration/admission may be suspended as per rules and LMS access be blocked.

Signature of HOD: \_\_\_\_\_ Date: \_\_\_\_\_ Office Stamp: \_\_\_\_\_

### **Approved / Not Approved**

Dean's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Forwarded to Registration Department on \_\_\_\_\_.

### **For Office Use of Registration Department:**

Certified that following actions have been taken to suspend the Admission of above mentioned student w.e.f \_\_\_\_\_:

- Admission suspension remarks entered in the CBA database on: \_\_\_\_\_.
- Administrative Withdrawal for course(s) enrolled by the student (if applicable) entered in CBA database on: \_\_\_\_\_.

Sign of Asstt. Registrar: \_\_\_\_\_ Sign of Deputy Registrar: \_\_\_\_\_

### **Copy Fwd to:**

- Dean
- Controller of Examinations
- Finance Department
- Manager IT Applications (for blocking student's LMS access)
- Student Personal File

**Note:** Please see relevant rules overleaf.

# **PROPOSED REVISED RULES FOR ABSCONDING STUDENTS**

## **CLASS ATTENDANCE POLICY**

20.41 A student must maintain at least 75% attendance in each subject/course he/she is enrolled in a semester. In case a student fails to maintain 75% attendance in a subject/course he/she shall not be allowed to appear in the Final Examination of that subject and shall be awarded an 'F' grade. However, option of withdrawing course with 'W' grade may be exercised (as per rules) by the student to avoid the 'F' grade.

20.42 If a student is absent from classes for 30 days or more in a regular semester, without information and approval of the HOD, admission of such a student will be suspended automatically. The student may only be reinstated to continue studies at DSU on the recommendation of the HOD and approval of the Dean, subject to payment of prescribed reinstatement fee which will be equivalent to the Admission Fee enforced at the time of reinstatement. All outstanding dues are also to be cleared by the student before the reinstatement. However, such a student shall only be allowed to join the classes from beginning of the next semester (Fall/Spring) available after the reinstatement. For the current semester the student shall be treated as if he/she dropped the semester. Procedure specified below is to be followed for student admission suspension and reinstatement:

20.42.1 The Teaching Department is to make absentee report of the student on the prescribed form to the Registrar Office giving details of absence of the student.

20.42.2 Registrar Office is to suspend the admission of the student and enrollment of courses forthwith, recording the same in the DSU information system for further disposal as per SOP. Student ID for login through LMS shall also be disabled.

20.42.3 Registrar Office is to dispatch a letter addressed to the student, with a copy to the parent / guardian of the student, intimating about suspension of the admission. Copy of the same is to be kept in student's personal file.

20.42.4 Student desirous of reinstatement of admission is to apply for the same on the prescribed proforma.

20.42.5 Student may be reinstated after scrutiny of his/her academic record of study at DSU, adjudging his/her ability to complete the degree requirement while remaining within the maximum period allowed for the same and clearance of all outstanding dues including reinstatement fee. In case the student is found ineligible for reinstatement, his/her admission will be canceled.

20.42.6 On reinstatement, the student is to take appropriate action for course enrollment in the next semester and restoration of login ID for use of LMS, etc.