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## **Policies, Procedures, and Guidelines for Students**

### **Introduction**

In accordance with the provisions of the Sindh Institute of Medical Sciences-Karachi ACT of 2009 [hereinafter SIMS-Karachi Act] (section 16, “Academic Council”), the Academic Council for the faculty of Undergraduate Studies after approval by the Board of Governors, SIMS-Karachi has framed the following regulations to be known as the Bachelor of Science (BS) Nursing Guidelines, under section 20 of the SIMS-Karachi Act of 2009.

### **General Statement**

Sindh Institute of Medical Sciences-Karachi (herein after SIMS-Karachi) is an institution of higher learning established by the authority of The SINDH ACT No. VII of 2009. It is recognized by the Higher Education Commission (HEC) Pakistan as a degree-awarding institution authorized to provide undergraduate and graduate education in different areas of allied medical sciences. At SIMS-Karachi, we firmly believe that all people, regardless of gender, race, or religion, should be given a chance to benefit from quality free education. Our goal in providing free quality education is to follow the "free with dignity" philosophy of SIUT. Therefore, SIMS-Karachi is funded by the SIUT Trust rather than tuition funding. This allows us to offer eligible-underprivileged students free quality undergraduate and graduate education.

## **A. Introduction to BS in Nursing**

SIMS-Karachi offers a five-year BS degree program in Nursing (Generic). The administrative body for the program is the SIMS School of Nursing (SIMS-SON). The program head is the Principal School of Nursing (herein after the Principal).

## **B. Program Structure**

The BS Nursing program comprises eight semesters spread over four-academic years and one year of mandatory internship at SIUT.

- a. The academic year starts in February and ends in December.
- b. It comprises two regular semesters, i.e., spring and fall, interrupted by a summer break.
- c. Spring and fall semesters are 18 weeks (15 weeks of teaching, one week of review, and two weeks of final examinations).
- d. Spring semester starts in late February and ends in mid-June. The fall semester begins in August and ends in the last week of December.
- e. A "summer semester" of eight-week duration restricted to remedial courses is offered during the summer break.
  - i. The year's academic calendar gives the start and completion of each semester and its examinations.

## C. Admissions

### General Information

- a. The academic year at SIMS-Karachi starts in February and concludes in December.
- b. Admissions are announced through major national newspapers, and by SIMS-Karachi and SIUT, social media handles in November/December of the preceding year.
- c. Admission forms are available from the SIMS-Karachi website.
- d. Applicants must submit applications electronically on or before the specified deadline.
- e. SIMS-Karachi reserves the right to change dates and deadlines for admissions. Changes are notified through newspapers and the Institute's website.
- f. Scanned copies of required documents, transcripts, and certificates must support applications.
- g. The submission of incorrect/false information or document(s) will result in an application or enrollment cancellation.

## D. Requirements for Admission

- a. The minimum academic requirement for admission into the program is Higher Secondary School Certification (HSC) or equivalent, with biology, chemistry, and physics as elective subjects.
- b. Applicants who meet the minimum requirement must take an entrance test conducted by SIMS-Karachi and meet the merit criteria given below.

## E. Merit Criteria

The applicant must meet the following criteria:

Category	Weightage %
Entrance Test	60%
HSC/ Intermediate Science	30%
Interview	10%

- i The Academic Council may, from time to time, for reasons to be recorded in writing, relax the above merit criteria depending on the quality of students applying and the entrance test results.
- ii Even when a candidate meets the above-noted requirements, SIMS-Karachi reserves the right to select candidates according to their suitability for Nursing.

### **Admission Process**

- a. All applications at SIMS-Karachi go through a rigorous selection process. Our selection criteria include a comprehensive review of all academic information presented in the application form, results of an entrance test, and an interview by the admissions committee that finalizes the selections.
- b. The admissions committee interviews the candidate and considers nonacademic factors such as communication skills and behavioral abilities that are essential for the students to succeed in their selected fields.
- c. Parents or guardians are not present at the time of the interview (***see section G for parent/ guardian requirement***). SIMSSON administration meets the parents or guardians of selected candidates only after the admission process is complete and the final merit list has been made public.
- d. Our rigorous programs require manual dexterity and good eyesight (with or without glasses).
- e. Selected candidates must undergo a baseline medical assessment, including an eyesight test and screening for general health markers and some infections. The purpose of this assessment is to have a benchmark for future investigations.
- f. Treatment, if available at SIUT for the relevant student, is advised.
- g. SIMS-Karachi admits students only to the program's first year.
- h. Migration from other institutions into the second, third, and fourth year is not allowed.

## **F. Applicants with Disabilities**

- a. SIMS-Karachi does not discriminate based on disability.
- b. We will provide educational opportunities to students with disabilities if they can function within the minimum requirements outlined by the program's technical standards.
- c. Since disabilities vary, every application will be considered on an individual basis.

## **G. Parent/Guardian**

- a. A parent or both parents are responsible for ensuring that the student attends classes regularly and meets all academic and non-academic requirements specified in this document.
- b. When parents do not live in Karachi, they must nominate a guardian who lives in Karachi.
- c. SIMSSON will only communicate with legal parents or authorized guardians.
- d. If both parents have passed away, a close blood relative may be recognized as the person authorized to make decisions on behalf of the student, provided that such person shall be a resident of Karachi.
- e. After successful admission, the student and parent/guardian sign a surety bond of Rs. 50,000/-. The bond money is completely refundable at the program's completion, provided no deductions are imposed. The bond document gives the essential requirements that the student must meet during the study period (see student-bond her/his for details).

## **H. Enrollment**

- a. Students must submit original documents and duly signed surety bond to the admissions office within five working days of receiving acceptance from the admissions office. The cheque or a bank draft for the security deposit must be submitted within two weeks after classes begin. If circumstances so need, the bond money may be paid in two installments of Rs. 25,000 each. The first

installment is due by the end of the second week, and the second installment by the last teaching day of the first semester.

- b. Upon completion of admission formalities, students receive a system identification data (ID) number (the enrollment number. Following this, the student's name is entered in the Institute's roster).
- c. The system ID remains unchanged throughout the student's stay at the SIMS-Karachi.
- d. The maximum duration of student enrollment in the program is six years.
- e. A student cannot enroll concurrently in another degree program during the five-year BS program period. Enrollment in another program will result in cancellation of admission at SIMS-Karachi.

## **I. Attendance**

- a. Attendance in a course is mandatory and counted from the first day the class meets.
- b. 100% attendance, subject to faithful compliance with the General Leave Rules, in all academic activities is expected, provided that a student shall not be allowed to take the final examination if her/his attendance is less than 85%.
- c. Students must attend each course's lectures, discussions, clinical practicums, rotations, and laboratory sessions.
- d. When possible, students must also provide advance notice of absences and relevant documentation regarding absences to the Instructor as soon as possible following the illness or event that led to the absence. (See General Rules for leaves Section C).
- e. When an instructor judges a student's absences to be excessive, the Instructor shall report this to the Office of the Dean for appropriate action.
- f. Students who frequently miss classes may not be allowed to sit in the semester examinations.
- g. A student, who fails a course because of short attendance without appropriate reason and approval, shall repeat the entire course.

- h. Any arrangement to make up missed coursework because of class absence is the student's responsibility. Students must meet with the Instructor to determine course completion requirements.

#### **J. Internship**

- a. After completing all academic requirements, graduating candidates must undergo a one-year internship.
- b. During the internship of one-year, students are given the basic salary of a first-year staff nurse at SIUT.
- c. Completion of the internship completes the BSN program requirements.

#### **K. Service Bond**

- a. Successful graduates start the five-year bond period as staff-nurse at SIUT (Karachi and other SIUT sites) with the staff nurse salary.
- b. The degree and final transcript will only be issued only after completion of the service bond or on discharge of the bond amount.
- c. Intern supervisors closely monitor intern performance and report to the SIMSSON internship in charge. In addition, the department faculty formally evaluates intern performance generally at six months and the end of the one-year internship period.
- d. Satisfactory evaluation of intern performance completes all program requirements, and students become eligible for the award of a degree.
- e. Unsatisfactory performance evaluation results in an extension of the internship duration as necessary.
- f. During the internship of one-year, students are given the basic salary of a first-year staff nurse at SIUT.
- g. Completion of the internship completes the BSN program requirements.
- h. Successful graduates start the five-year bond period as staff-nurse at SIUT (Karachi and other SIUT sites) with the staff nurse salary.



- i. The degree and final transcript will only be issued only after completion of the service bond or on discharge of the bond amount.

#### **L. Credit Hours for Fall/Spring Semesters**

Total Credit hours are 136

- a. A credit hour is a unit based on a student's time in the class or contact time between a student and teacher.
  - i. One credit hour for a theory class equals 50 minutes of student-teacher contact time per week throughout the semester.
  - ii. One clinical/laboratory/practical credit hour represents two-three hours of supervised work per week throughout the semester.
  - iii. A course consisting of three theory hours per week is considered a three-credit hour course (3+0).
  - iv. A course consisting of two theory hours and one laboratory/ clinical/ practical hour is considered a three-credit course (2+1).

#### **M. Course Load**

- a. It is the number of courses and credit hours a student registers for in a semester.
- b. The minimum required course load for a full-time student registered in spring and fall semesters is 17 credit hours.
- c. In case any student wishes to enroll for one more course beyond 18 credit hours, they may be allowed to do so only if:
  - i. Their cumulative grade point average (CGPA) is above 3.5, and the student needs the course to graduate on time.

#### **N. Summer Break**

The summer break between the spring and fall semesters is approximately eight weeks in duration. Students will do 4-weeks of clinical work during the break.

## **O. Grading System**

- a. Instructors evaluate and assign grades based on student performance in written examinations and other means of evaluation considered appropriate for the course.
- b. Assessment is generally made out of 100 marks fixed for a course.
- c. If a course has more than one component (e.g. theory and practical), both are independent passing heads.
- d. SIMS-Karachi uses both absolute and relative grading methods to assess student performance. (See Annexures I and II for details of grading systems used).
- e. Letter grades are awarded for most courses and used for grade point average (GPA) calculations.
- f. Students receive a letter grade (A-D and F) based on their overall academic performance in a course.
- g. Non-letter grading, Satisfactory (S), and Unsatisfactory (U) course grading are used for some specific courses. These courses show on transcripts as "S" or "U". Courses with final grades of "S" or "U" are not included in GPA calculations.
- h. S/U courses are not offered in semesters one, two, and eight (except Research Project).

## **P. Degree Completion Requirements**

- i. **The minimum qualifying CGPA for BSN is 2.20.**
- ii. Students must complete all academic requirements within the six-year restricted period for the award of a degree.
- iii. In case of exceptional circumstances and subject to the Academic Council approval, the study period may be extended for an additional two to a maximum of four semesters.
- iv. A student unable to complete studies within this period shall be struck off the rolls of the Institute.

## **Q. Promotion Policy**

To be promoted, the student is required to be in good academic standing. Good academic standing is defined by the student's current semester grade point average (GPA) and CGPA. Good academic standing requirements vary between the first and subsequent academic years.

a. Semesters 1-2

- i Good academic standing in the first semester is defined by a GPA of 1.8. A student with a GPA above 1.5 but less than 1.8 in the first semester will be temporarily promoted to the second semester. By the end of the second semester, the student must improve their academic performance by achieving a CGPA of 1.8 or higher.
- ii A first-semester student who obtains a GPA below 1.5 but not below 1.2 shall not be promoted to the next semester. Instead, the student shall repeat the first semester in the next academic year.
- iii A first-semester student who obtains a GPA less than 1.2 shall be dropped from the rolls of the Institute.
- iv At the end of the second semester, a student with a CGPA of 1.8 or higher will be considered in good academic standing and promoted to the third semester (second academic year).

b. Semesters 3-8

- i. From the third semester onwards, a student must maintain a CGPA and current GPA of 2.2 or higher to be in good academic standing.
- ii. When a student obtains a GPA of 1.80 or above but less than 2.2, they shall be placed on academic probation and promoted to the next semester conditionally (***see Promotion Policy for details***).

**R. Academic Probation**

- a. Academic probation is a warning given to a student due to poor academic performance reflected by a CGPA below 2.2.
- b. Academic probation does not apply to students in semesters one and two (academic year one).

- c. A student in semester's three to six with a CGPA less than 2.2 but above 1.8 but passing all courses will be promoted conditionally and placed on academic probation.
- d. A probationer student must improve her/his CGPA and bring it up to 2.2 by the end of the following semester.
- e. A probationer student shall register for a remedial course(s) if offered in the following summer semester for grade improvement.
- f. Suppose a probationer shows overall improvement, but her/his CGPA is still below 2.2. In that case, the probation may be extended for another semester.
- g. There will be a maximum of two academic probations.
- h. If by the end of the second-probation semester, the student fails (even after attending the summer semester) to bring up her/his CGPA to 2.2, she/he will not be promoted to the next semester. Instead, she/he will be placed on academic suspension **(see Academic Suspension section S for details).**

#### **S. Repeating Failed Courses**

- a. If a student has a CGPA of 2.2 or higher but fails to pass a course or courses (two or fewer), her/him will be placed on academic probation and promoted to the next semester conditionally:-
  - i The student shall retake the required courses when offered again.
  - ii The student shall repeat all components of the evaluation scheme (internal assessments, mid-term and final examinations, and others as specified in the course outline).
  - iii A student can repeat a failed course only twice.
  - iv A student must clear the failed course(s) by the end of two regular semesters that offer these courses and maintain the required 2.2 CGPA.
- b. A student on probation who fails a course twice (even after attending summer semesters) and does not achieve the required 2.2 CGPA shall not be promoted to the next semester. Instead, the student will be placed on academic suspension.

- c. There is no provision for academic probation in the final academic year (semesters seven and eight). Therefore students who do not maintain good academic standing in these semesters will undergo academic suspension.

## **T. Academic Suspension**

- a. A student shall be suspended under the following conditions:
  - i. When a student, after two academic probations, is unable to earn the minimum required CGPA.
  - ii. A student who fails two or more courses in a semester.
  - iii. A student who is unable to clear the failed course(s) even after two repeat attempts.
- b. A student on academic suspension will be on academic leave from the Institute for one major semester (Spring or Fall) from the close of the term, which resulted in the suspension.
  - i. Thus a student suspended at the end of the spring semester would only be eligible to join the following spring semester.
  - ii. A student suspended at the end of a fall semester would not be eligible to join until the following fall semester.

## **U. Academic Dismissal**

- a. For reasons to be recorded in writing, a student with a CGPA of less than 1.5 at the end of the first academic year may be liable to be dismissed from the program.
- b. For reasons to be recorded in writing, a student with a CGPA of less than 1.8 in the following semesters may be liable to be dismissed from the program.

## **V. Repeating Courses for Improvement of Grades**

- a. If a student gets a D grade, she/he can repeat the course(s) when offered again in the four years of the program.
- b. A student, who completes all courses and wants to improve D grades after completion of four years, can do so within the six-year enrollment period.
- c. A student, who completes all course requirements and is not required to repeat any course(s), but in the final semester obtains CGPA less than 2.2 but not less than 2.0 is required to repeat the course(s) with the lowest grade(s), to improve the CGPA to the required minimum of 2.2.

- d. The maximum number of courses a student can repeat to improve grades during the six-year enrollment period is four.
- e. A student shall repeat a course for grade improvement only once.
- f. When a course has more than one part (e.g., theory and lab), the student will repeat both parts.
- g. The student shall repeat all components of the evaluation scheme as specified in the course outline (e.g., internal assessments, mid-term and final examinations, and others).
- h. When a course is repeated, both grades will be recorded on the transcript, but only the new grade, even if it is lower, shall be used in CGPA calculation.
- i. A student unable to improve the CGPA to the required minimum of 2.2 within the 6-year enrollment period shall not be eligible for the award of a degree. The student shall be issued the transcript (mark sheet) of credits earned.

## **W. Examination**

### **General Information:**

During a semester, students are continuously assessed by the Instructors using different modes of measuring student performance. The evaluation scheme of a particular course depends on what an Instructor considers necessary for student evaluation. The Instructor explains the evaluation policy at the beginning of the semester for a given class.

The Instructor may use any one or a combination of question types that include multiple choice questions, short answer questions, essays, true and false, matching, and orals. Oral examinations are also a part of clinical practicum courses and courses with a practical component.

#### **a. The Pattern of Evaluation**

The general pattern of examinations for the BS program comprises the following:

- i. Internal assessments (minor tests) account for 10-20% of the final grade and are conducted throughout the semester. These include small quizzes/ tests, true and false, class and take-home assignments, and

class presentations. Students must complete all assessment requirements as given by the Instructor in the course details. A student shall be eligible to appear in the semester Final Examination of a course if she/he completes all course requirements, including internal assessments and midterm examination, and satisfies the attendance requirement of that course.

- ii. **The midterm examination** is generally held during the middle of the semester. The format of a midterm exam is finalized by the Instructor and can vary for different courses. Typically, it can have multiple choice questions (MCQs), short answer, or essay-type questions. Midterm examinations account for 30-40% of the final grade and thus have a more significant impact on the student's final grade.
- iii. **The final examination** is held at the end of each semester for each course. The final examination of a course accounts for 50% of the final grade and thus has the most impact on the student's final grade. The paper format is decided by the course Instructor. It may be non-cumulative or cumulative, and generally consists of MCQs, short answer questions, and essays. Oral evaluation (viva) is an important part of courses with labs and clinical practicum courses.
  - a) **Non-cumulative final examination:** The midterm examination generally covers the first section of the course, while the second part is covered in the final examination.
  - b) **Cumulative final examination:** The final examination covers all material from the beginning to the end of the course.



**b. General Distribution of Marks and Contribution of Course Components to the Final Grade**

Nature of Course	Nature of Examination				
	Internal Assessment*	Mid Term	Final Term	Oral	Total
Theory Only	10 – 20%	30 – 40%	40 – 50%	-	100%
Theory and Practical	20%	30-35%	40 – 45%	5%	100%
Practical only	20%	30-35%	35 – 40%	10%	100%
Clinical Practicum	10-0%	10-20%	50%	20%	100%
<i>*Includes quizzes, assignments, presentations, lab. reports, oral, etc.</i>					

**c. Examination Rules**

- i. Dates of the regularly scheduled midterm and final examinations period are given in the academic calendar of each semester.
- ii. No examinations or quizzes of any kind may be given during the last week of a course. This policy does not extend to clinical practicum and laboratory courses, even if they are graded and have a quiz component. For these courses, assessments may be given at the end of essential learning units as provided in course details.
- iii. For courses where practical work is part of the course (theory + practical), final examinations for theory and practical components shall be separate passing heads.
- iv. There is no supplementary/special examination. However, a student who fails a course is required to take the course again.
- v. The student shall select the research assignment topic at the start of the seventh (7<sup>th</sup>) semester. The completed assignment should be submitted by the end of the eighth (8<sup>th</sup>) semester.
- vi. If a student is unable to complete the course work for reasons acceptable to the Instructor, they receive the letter grade "I" (Incomplete). (See Annexure III for the explanation of the "I" grade).

**d. Conduct of Final Examination**

- i. The Examination Department, in consultation with the administration of SIMSSON, organizes final examinations.
- ii. The Controller of the Examinations details the staff for the conduct of examinations. Examination staff includes hall in-charges and invigilators.
- iii. The team ensures that students are seated according to the approved seating plan.
- iv. The invigilators initial all answer books.
- v. Before the start of the distribution of answer books, students are warned against the use of unfair means.
- vi. Students must surrender cell phones, tablets/ iPads, papers, notebooks, or any other material considered unauthorized for examination.
- vii. Students must complete the examination within the time given on the question paper.
- viii. Students shall report to the examination venue 30 minutes before the scheduled start time.
- ix. Students are not allowed to join the examination 10 minutes after its start.
- x. Students are allowed to leave the examination room after half of the scheduled time for that examination has passed.
- xi. At the end of each examination, an absentee report if any is prepared by the hall-in charge and forwarded to the Controller of Examinations.

**e. Missing an Examination**

- i. Examination weeks are notified in the academic calendar given to students at the beginning of an academic year. In addition, examination schedules are made available to the students by email/ WhatsApp message and displayed on the SIMSSON notice board.

- ii. Failure to attend a final examination without written approval is a serious matter. It usually results in a failure (F) grade in the course.
  - iii. Misreading the examination timetable/ oversleeping/ transport problems are not acceptable excuses for missing an examination.
  - iv. A student must take all examinations unless adverse circumstances prevent doing so **(see section g for details)**.
- f. **Missing a Midterm Examination**
- i. A student who has missed a midterm examination(s) for reasons acceptable to the Instructor (s) must make appropriate arrangements with the Instructor (s) for a makeup examination.
  - ii. Rescheduling examination(s) is the responsibility of the Instructor (s) in consultation with the student. It is in the student's interest to ensure that the missed examinations are rescheduled.
  - iii. The Instructor (s) will convey information regarding the scheduling of the makeup examination to the SIMSSON and Examinations Department.
- g. **Missing Final Examination**
- i. Students can apply for an “Incomplete” grade if they miss the final examination.
  - ii. A student who misses more than one or all the final examinations of a semester due to acceptable adverse circumstances must send a written request with supportive documents to the Dean’s office through the Administrator SIMSSON for rescheduling of examinations.
- h. **Adverse Circumstances or Reasons Acceptable for Rescheduling Final Examinations**
- i Student suffers a sudden illness or injury that prevents them from getting to the Institute. A medical report from the treating physician verified by a SIUT physician is required.

- ii Death of a first-degree relative (father, mother, brother, sister, husband, wife, child, grandfather, grandmother), birth of a child. Verifiable evidence is required.
  - iii If the request is approved, examination(s) will be rescheduled. A missed final examination shall be administered within four weeks after the scheduled examination period or at least one week before the start of the next semester.
  - iv Students with an “Incomplete” grade are not permitted to redo any portion of the coursework, such as assignments, projects, laboratory reports, quizzes, etc.
  - v All grades previously obtained and the missed examination grade will be used to determine the final course grade.
- i. **Freezing of Semester**
- i. A semester freeze (or break) is a semester in which a student is not registered for any course due to personal reasons.
    - a) If a student, at some point, faces the possibility of enduring a hardship that may require withdrawal from the school and leaving a semester, they must officially withdraw, with permission from the Registrar.
    - b) Being absent from classes does not constitute a formal withdrawal.
  - ii. Semester freeze is not allowed during the first two semesters of the program.
  - iii. Withdrawal must be before the start of the semester.
  - iv. The maximum period of withdrawal allowed is two consecutive semesters.
  - v. At the resumption of studies, the student will retake admission in the semester they withdrew from.
  - vi. The maximum duration of the BS degree program shall remain six years. Any student availing one or more semester freeze must complete the degree requirements within this period.

j. **Review of Grades**

A student can request for review of grades if:

- i The student discovers a clerical or procedural error in the posting grades.
  - a) Requests for review of grades should be made within two weeks after results are displayed on the SIMSSON notice board.
  - b) Request for review by the student must be made in writing to the Controller of Examinations.
  - c) The Controller of Examinations shall have the tabulations rechecked and communicate the findings to the student in writing within 10 days of receiving the request.
- ii The student feels that the Instructor might have made an error in the assessment and grade assignment.
  - a) Student shall follow the procedure outlined under Rules for Appeal of Grades and Academic Actions.

k. **Student Complaints Regarding Grades**

Rules for Appeal of Grades and Academic Actions)

- i Instructors can sometimes make an error in assigning a grade. When a student believes that an assigned grade is incorrect, the student should first try to resolve the matter with the Instructor responsible for the course. The student should do this as soon as possible but by four weeks after the final course grade is issued.
- ii When the concerned Instructor does not adequately resolve the student's concerns, the student may pursue a formal appeal with the Department Head by filling out the appeals form. This appeal must be within seven days of the Instructor's decision. The Department Head will provide a written decision, including its basis, within fifteen days after filing the appeal.
- iii If the student is unsatisfied with the Department Head's decision, the student may pursue the appeal at the Dean's level. The student must

submit the request to the Dean's office within seven days of receiving the decision. The Dean, or the Dean's designate, will review the appeal and give a decision in writing, including its basis, within thirty days or as soon as possible. The Dean's decision is final.

**I. Requirements for Graduation**

- i. It is the student's responsibility to ensure that the requirements for graduation are met.
- ii. Discipline-specific required credit hours of coursework with a minimum CGPA of 2.2 is required.
- iii. The student shall repeat all courses with F grades within the maximum specified six years.

**X. Mark Sheets and Transcripts**

- a. Students will be issued a mark sheet/grade report for each semester approximately 15 days after the last day of final examinations. If a student becomes aware of an error on the marks sheet, the student should contact the Controller of Examinations immediately for corrections.
- b. The Controller of Examinations will issue an official final transcript after all graduation requirements are complete.
- c. The official final transcript is a permanent record of a student's academic performance. The student is responsible for viewing the results and ensuring no errors are recorded on the transcript.
- d. If a student becomes aware of a mistake in the transcript, the student should immediately contact the Controller of Examinations for corrections.

**Note:** Grades will not be changed after the award of the degree.

## **Y. Award of Degree**

- a. The degree will only be issued after successful completion of the one-year mandatory internship.
- b. Degrees will be awarded at the convocation ceremony held per announced schedule.
- c. A list of graduates eligible for the degree will be available at the Registrar's office.
- d. The date for the ceremony will be communicated to graduates through the official SIMS-Karachi website, mail and email.
- e. Graduates who want to obtain the degree before the convocation ceremony must fill out the degree application form available from the Office of the Registrar. Students can also download the form at official SIMS-Karachi website. Processing time is approximately eight weeks.

## **Z. Duplicate Degrees and Transcripts**

- a. Requests for duplicate degrees on account of loss or destruction of the original and transcripts must be made in writing to the Controller of Examinations.
- b. Processing time is approximately 12 weeks.

## Annexure I - Fractional Grading System

Numeric Score	Grade	Grade Points
85 and above	A	3.67 - 4.00
80-84	A-	3.34 - 3.66
75-79	B+	3.01 - 3.33
71-74	B	2.67 - 3.00
68-70	B-	2.34 - 2.66
64-67	C+	2.01 - 2.33
61-63	C	1.67 - 2.00
58-60	C-	1.31 - 1.66
54-57	D+	1.01 - 1.30
50-53	D	0.10 - 1.00
Below 50	F	0.00
Pass / Fail	P/F	-
Satisfactory / Unsatisfactory	S/U	-
Incomplete	I	-
Withheld	W	-



## **Annexure II - Relative Grading**

Relative grading relies on statistical system to plot the marks of each student on a curve and is based on the overall performance of the class which decides the boundaries for how grades are assigned. In relative grading, grades are given based on the student's score compared to the others in the class.

*<https://www.hec.gov.pk/english/services/universities/Documents/Final%20Examination%20Policy%20Guidelines.pdf>*

### **Annexure III - Incomplete Grade:**

An Incomplete ("I") grade is given only to students who cannot complete all course requirements because of illness or other circumstances beyond their control. An "I" is only awarded when the student's CGPA is satisfactory and the student is in good academic standing. Students must make the "I" grade request to the concerned Instructor before the last official day of the semester. The Instructor may or may not approve the request even if the student meets the eligibility requirements for this grade. The Instructor's decision is final and cannot be appealed.

The "I" grade is temporary. A student receiving an "I" must meet all course requirements by the end of the next regular (Fall or Spring) semester (the summer semester excluded). It is the responsibility of the student to complete and submit the remaining coursework before the assigned deadline. The faculty member will submit a Change of Grade form changing the "I" to a letter grade by or before the last day of classes of the semester in which the outstanding coursework is to be completed. If the student does not meet the deadline, the Instructor will change the "I" to a final grade of fail (F). Upon receipt of the grade change, the Examinations Department will post the "F" grade to the student's record and recalculate the GPA.

When a student cannot complete the course requirements in the specified time, the student must put a request to extend the assigned deadline in writing to the Dean before the given "I" grade becomes a failing grade. The request must provide the reason for a deadline extension and include appropriate documentation (e.g., medical documentation). A letter of support from the Instructor that provides for a new deadline date is also required. The Dean or a designate will make the appropriate decision at their discretion and reply in writing to the student, Instructor, and Registrar within 14 working days. Requests extending beyond one calendar year from when the incomplete grade was assigned will not be honored. Students cannot graduate with "I" grades on their records.