

Academic Policies

All academic policies are in the catalog or on the website(<https://www.fccollege.edu.pk/wp-content/uploads/Current-Academic-Policies-and-Procedures.pdf>). However, there are few that need highlighting.

Attendance Policy

Students in the Baccalaureate degree program must have an attendance percentage above 67% in a subject in order to appear for the final exam in that subject. Students below 67% in one subject but at or above that percentage in other subjects may take their other exams but not the one in which they have short attendance.

This is minimum requirement to take the exam. If there is a written policy established in the syllabus of a particular course, that policy takes precedence over this one. For example if a course syllabus states that 80% is required to take the exam that will become the minimum for that course. Again, the instructor's syllabus takes precedence.

Leave Policy

Short Term Leave (returning in the same semester)

The central administration of the University does not deal with short term leaves. Any leave needed must be discussed with the instructor of the course. This includes any time a student plans to return during the current semester. For example, illness or family emergency would require being on leave for a few days but not the entire semester. Consequences for the leave are at the discretion of the instructor. There is no guarantee that work can be made up once missed but it is up to the student to work this out with the professor.

Semester Withdrawal (leaving after the beginning of the semester and not returning until after it ends)

In the event that a student, for whatever reason, needs to leave the University in the middle of a semester but intends to return during a future semester, a semester withdrawal form must be submitted. This form can be found on the website under academic forms. The form must be turned in to the Academic Advising Center along with evidence regarding the reason for withdrawal. In the case of a student's illness or injury, someone else can submit the form. However, the student must send a letter of permission and a copy of his/her ID card.

Final approval of withdrawal will be done through the Vice Rector's office.

Student who withdraw after the add drop dates in a semester are still responsible for paying the fees for that semester.

Leave of Absence (Not attending any part of a semester but returning in future semesters)

If a student knows in advance that he or she will not be taking a semester but plans to return to the University in the future, we request that the student notify the Academic Advising Center in writing prior to the beginning of the semester. This allows us to keep track of our students and to assist them in returning to their studies as soon as possible.

University Withdrawal

Anyone wishing to leave the University permanently should fill out a University Withdrawal form (found on the website). All of the signature spaces on th form must be filled and then the form can be turned into the Academic Office. If this form is not filled out, no security refund of academic documents will be given. Students withdrawing from the University after the Add Drop period will be able to pay the fees for that semester.

Academic Integrity

Importance

Academic Integrity must begin from the first day at university and build into a habit that lasts for life. Without academic integrity, it is not possible to have a true university that teaches how to think or that builds new knowledge for the benefit of mankind.

Expectations

All members of the academic community are expected to:

- Conduct themselves with honesty and integrity at all times.
- Credit the work of others, as appropriate.
- Conduct research in an ethical and accurate manner, with the work of others cited appropriately.
- Follow the ethical expectations of their discipline.
- Honor the confidentiality of personal information of others in the academic community or of research subjects.
- Respect the intellectual property rights of others.

Students are expected to:

- Come to class regularly and on time.
- Clarify any assignments on time, without assistance from others, unless this is permitted by the professor.
- Avoid the use of any aid or extraneous information on quizzes, midterms or exams, unless explicitly allowed by the professor.
- Recognize that excused absences are a privilege. Students are expected to provide accurate information when obtaining these.

Academic Integrity Committee

The Academic Integrity Committee will review all cases where student breach of Academic Integrity has taken place. This includes but is not limited to cases of forgery (signing by students for advisors/faculty/staff) and plagiarism. All cases of forgery will entail a fine and an automatic hearing by the designated committee.

Breaches of Academic Integrity

Course work

Student may not:

- Use any method to cheat on exam.
- Plagiarize or copy the work product or ideas of others, in any way, without adequate citation (This includes assignments done by other students themselves for a different or earlier course).
- Attempt to bribe or intimidate any other student, professor or staff person in relation to academic work or for personal gain.
- Impersonate another student in class for exams or any assignment.
- Sabotage the work of other students or faculty.
- Conceal or remove information or material so that it is not available for others.
- Violate confidential information.

Research

Members of the academic community may not:

- Plagiarize or use the work of other whether written, lab results or ideas, without appropriate credit.
- Falsify results, data, observations or any other information through active falsification or omission.
- Intentionally mislead others about the importance of academic information.
- Coerce a faculty member into suppressing the results of his/her research.
- Violate the confidentiality of respondents or participants in any research activity.

Documents

No member of the academic community may:

- Present a degree or other documentation of achievement that is not valid.
- Present false or misleading information to obtain extension, absence or to postpone or retake exams

Plagiarism

Plagiarism is defined as taking and using the thoughts, writings and inventions of another person as one's own or not giving proper credit to the other person.

Plagiarism can take many forms, such as:

- Using published work without referencing (the most common)
- Copying coursework essays
- Collaborating with another person when the work is supposed to be individual
- Taking another person's computer file/program
- Submitting another person's work as one's own
- The use of unacknowledged material published on the web
- Purchase of model assignments from whatever source
- Copying another student's results
- Falsifying results

Academic Due Process and Grievance Procedures

A student may formally appeal a grade only if the student has failed to complete the course satisfactorily (earned a grade of 'D' or 'F') or if the student can provide evidence of unfairness or discrimination. Grades may be formally grieved until 30 days into the following full semester. A student who has an academic grievance must initiate and follow the procedures outlined below. Failure to follow the procedure shown below will result in ineligibility for Academic Grievance Board review.

- The student must first speak to the faculty member who issued the disputed grade
- If the matter cannot be resolved satisfactorily in Step 1, the student may request a meeting with the Academic Department Chairperson within three working days of the initial meeting. The Department Chair will convene a meeting with the student, the faculty member, and the Department Chair within five working days of the request. The role of the Department Chairperson is to act as mediator between the student and the faculty member. The faculty member will be asked to provide documentation of how the grade was determined (i.e. final exam papers, attendance records, grade book)
- If the matter is not resolved satisfactorily with the Department Chairperson, the student may appeal to the Vice Rector. A student wishing to pursue such a grievance should submit a written application to the Office of the Vice Rector. Only students submitting a signed application will be granted an appeal hearing.

Standards of Behavior

Upon admission to the University, all students are asked to sign the Shared Commitment Statement and adhere to the Core Values stated in the University Catalog. These standards of behavior are expected of Formanites at all times, both on and off campus, and with all people regardless of their job title or position as employees or students. FCC reserves the right to discipline students behaving in ways that violate University policy or standards of behavior and suspend or expel students who continue to do so. There are many staff members working to make the environment of FCC clean, safe and secure. It is expected that all of these people will be treated with respect at all times. They are vital to the functioning of the University and should be treated in ways that demonstrate our appreciation of what they do. This includes our gardeners, sweepers, security guards, lab attendants and anyone else working on this campus.

Identity Cards

All students must have their ID cards displayed while they are on campus. They should be worn around their neck or pinned or clipped visibly on their clothing. Failure to have an ID card may result in penalty. When entering campus, there is a Rs. 1,000 fine for entering without an ID card. Using your biometric fingerprint does not replace your card.

Dress Code

FCC does not have a formal dress code. However, the expectation is that our students will be dressed in a dignified manner. This means that the clothing worn should be clean, neat, modest and reflective of the culture in which we are operating. Clothing should not contain words or images that are disrespectful of or offensive to others. The University ID card must be visibly displayed at all times on campus.

Campus Visitors

All visitors will be expected to register with security upon entering campus and must get a visitor's pass. This pass must be worn around the neck as long as the visitor is on the campus. Visitors are welcome on our campus for many different functions. However, in the interest of the safety and security of our students, we ask that students accompany their visitors at all times. This means that students should not invite visitors during times they should be in class or have other commitments.

Students will be held responsible for the behavior of their guests and should be sure that their guests are aware of the expected standards of behavior. Campus authorities reserve the right to ask that a guest not be allowed to return to campus if his/her conduct causes disruption to campus activities or compromises the safety of the campus community in any way.

Non-students are not allowed to loiter on campus. If someone is coming to pick or drop a student, he or she should wait for that student in the parking area unless signed in as a visitor.

Mobile Phone Use

Students are not allowed to use mobile phones inside the classrooms at any time. They are asked to be courteous if using the phone inside the academic blocks so as not to disrupt classes being held. Phones should be switched off during class. Students using phones during class for calls, texting or disrupting class in any way will be warned and then fined. Repeat offenders may have their mobile phone confiscated. Mobile phones will not be allowed into an examination room for any reason. The instructor may collect the phones and contact parents to collect them if they are found in the room.

Phones are not to be used to take pictures of anyone without their knowledge and permission.

Posting of pictures on the internet without the consent of EVERYONE in the picture is a serious offence and will be dealt with severely.

If this behavior falls into the category of harassment, students will be dealt with accordingly.

Bribery or Coercion

Our faculty and staff are expected to maintain honesty and integrity in all grading and record keeping. Any student found guilty of attempting to bribe or coerce a faculty or staff member into doing anything dishonest in this regard may be suspended or expelled. Bribery is defined as offering money or other payment in return for something that the person receiving the money should not give or do. Coercion is defined as threatening to cause personal or professional harm if the desired outcome is not given. For example, threatening to give a poor evaluation of the instructor if a student is not marked present when he or she was not in class.

Alcohol and Drug Use

Possession, use or sale of any alcoholic beverages or drugs of any kind on the campus is strictly forbidden. Violation of this policy will result in strict disciplinary action that may include suspension or expulsion.

Smoking

Smoking within FCC premises is strictly prohibited. This is a law in the Punjab. Students caught smoking may be fined. Repeat offenders may be assigned to detention or community service.

Weapons

Possession of weapons of any kind is strictly forbidden and will be severely punished. Use of a weapon will result in expulsion without prejudice as well as any other legal action which the authorities would deem fit to take in view of the nature of such an offence.

Disciplinary Appeal

Students have the right to appeal a disciplinary decision if they believe that they have been unjustly accused or punished. To appeal a decision, the student needs to write an application to the Chief Proctor within one week of the disciplinary action. A Disciplinary Action Committee will hear the appeal and the decision of the committee will be final, subject only to the final decision of the Rector.

Campus Grounds

The grounds of Forman Christian College are one of the most striking features of the campus. Students are free to enjoy these spaces for a variety of activities. In order for our grounds to remain usable and beautiful, we ask that students not litter or knowingly damage or misuse them.

Sporting Activities

Please be courteous when an official sporting activity is taking place. Try not to walk through the games and be aware of the possibility of flying objects in the areas of the play. When using the grounds for "pick up" games, be considerate of those who are seated or walking around you.

Residential Areas

Students are encouraged to use and enjoy the ground. However, in order to maintain the safety and security of our community and the privacy of the residents of the campus, they are asked to stay out of the residential areas unless specifically invited by the resident to be there. The residential areas are the area beyond the Chapel on the Zahoor Elahi side of campus and beyond the hostels on the other side.

Gardens

FCC's large campus has a number of gardens surrounding the academic blocks. These are the use and enjoyment of the members of the campus community. Students are asked to be respectful of this property and careful not to destroy or dirty any of these areas. While classes are in session, students are asked to be courteous and refrain from conversations or activities that could disturb classes.

Classroom Misconduct

All students are expected to arrive in classes on time and conduct themselves in an appropriate manner during class, laboratory sessions and field visits. Faculty members are responsible for setting standards regarding appropriate classroom behavior and have the authority to remove from their class any student whose behavior is deemed inappropriate or disruptive.

Right to Study

Students entering Forman Christian College are here to gain an education. No student will be allowed to interfere with another student's opportunity to do so. Any behavior that interferes with the study of another student or students will be dealt with severity. These behaviors include, but are not limited to, classroom misconduct, intimidation of faculty, staff or other students, and behavior outside of classroom spaces that interfere with classes being conducted inside. Possible penalties for this include fines, detention, suspension or, in severe cases, expulsion from the University.

Behavior in Academic Buildings

Students should be mindful that classes are conducted throughout the day and that they are expected to behave in ways that do not disrupt classes that are in session.

Loud conversations or other activities in the corridors or open areas of the academic buildings that are disruptive are prohibited and will be subject to disciplinary action.

Interaction between Men and Women

As a coeducational institution, FCC is committed to providing a comfortable and safe environment for all of our students. We know that young men and women will be in classes together and will socialize as well. However, there are cultural norms that should be observed.

The following guidelines should be observed:

- Young men and women may sit together in public places on campus but NOT in secluded or isolated places. This includes parked cars, empty classrooms, behind buildings or behind bushes or hedges.
- The nature of any interaction between men and women on campus must be in keeping with cultural norms. This means an appropriate distance should be maintained between them and there should be no touching.

Personal Property

Students are responsible for their property. Bags, laptops, cell phones, etc. should not be left unguarded at any time. Do not leave them outside offices, in your vehicle, inside empty classrooms or lying on the grounds.

Destruction of University Property

Instances of destruction, defacement or damage caused to University property shall be severely dealt with. The offender will be expected to pay for damages and, where appropriate, will be expected to assist in performing necessary repairs or clean up. The punishment may also include a special fine, community service, suspension or, if the circumstances so require, expulsion.

Theft

Any student caught stealing or knowingly allowing another person to steal may be suspended or expelled from the University.

Personal Violence or Threatening Behavior

Fighting with, threatening or intimidating any member of the University community will not be tolerated. Students engaging in these behaviors may be suspended or expelled.SSS