



**FORMAN
CHRISTIAN
COLLEGE**
(A CHARTERED UNIVERSITY)

4-Year BACCALAUREATE

DEGREE PROGRAM HANDBOOK
2017-2018



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Message from the Rector



We are very glad that you are a student of Forman Christian College (A Chartered University). It has a wonderful history, and our graduates have had a profound impact upon Pakistan throughout the history of the nation. In part, that is because of the values and discipline that they learned as members of our student body.

We are trying to develop a program that will enable you to develop your abilities to the greatest possible degree.

We have an excellent faculty who are available to help you with your studies. We offer a variety of services that are designed to make the FCCU experience more enjoyable and helpful for you. There are, of course, certain rules and regulations that are necessary to support a quality of life on campus that is essential for a quality educational experience.

This Student Handbook outlines many of the services available to you, and is a ready reference guide for those standards of behavior and expectations that are important for your success as a student at FCCU.

Your years at FCCU will be challenging, and I trust that they will be fun and rewarding as you prepare for your future.

Best wishes,
Dr James A Tebbe

Message from the Chief Student Affairs Officer

Welcome to a new academic year at Forman Christian College (A Chartered University). We are happy that you are here and hope that this will be a great experience for you both academically and personally. This Handbook is designed to help make that happen. In here, you will find information about what we expect from you and what we can do for you. Please read it carefully and become familiar with it, as you will be held responsible for knowing this information. I know it doesn't seem like it will be that important, but almost everything you need to know is in here. It will make your first weeks and months here much easier and more pleasant if you are aware. If you have questions about anything in this Handbook, please feel free to come by my office in the Ahmed Saeed Administration Building.

There are several items in the Handbook that I want to bring to your attention. The first two are the Core Values and the Shared Commitment. These documents are currently unique to FCCU and may require some explanation. Our mission at Forman is to graduate students who are not just academically excellent but who are individuals of quality and character; people we are proud to call 'Formanites'. This means that we set goals for standards of behavior both here on campus and outside of campus. After all, you do represent this University wherever you go.

The faculty and staff of this campus created our Core Values document in an effort to define what qualities are important for all of the members of our campus community. We ask our faculty and staff as well as our students to live up to this. These were not carelessly chosen. These are qualities that will help all of us be successful now and in the future. They will also help us as we work together here on campus. That is where the Shared Commitment Document comes in.

The opening paragraph of the Shared Commitment states our purpose: to create a community in which all members can take pride. It is simply a statement of what is expected from each member of this community. Those expectations come from the Core Values as well as accepted standards of behavior. We are asking all members of the community to sign it and, by doing so, accept the responsibility for helping to create an environment that supports the mission and vision of this University. We are working to help you become men and women who are self-disciplined and who take responsibility for your actions and choices.

The third item that requires special attention from you is the graduation requirements. Please look at these carefully and be sure that you understand what is required of you. At the end of your four years here, you will only be able to graduate if you have met all of these requirements. Learn them now so you will not meet any unpleasant surprises four years from now.

There are many people to help you but, ultimately, your success here is up to you. You are the one who must attend classes and do the work assigned to you to the best of your ability. More than anything else, your attitude will determine how well you do here. The choices you will make this year will affect your opportunities for the rest of your life, so choose wisely. If you need help, ask for it. That's why we are here.

Cheryl Burke

University Mission and Vision

The mission of Forman Christian College (A Chartered University) is to impart, create and disseminate knowledge and to develop informed, ethical and responsible citizens who are prepared and committed to learn, lead and serve; persons who exemplify the FCCU motto, "By love, serve one another".

The vision of the University is to be recognized as one of the very best colleges in the entire subcontinent. The educational programs and the faculty approach to teaching are designed to graduate:

- **Empowered learners** with strong written, oral and quantitative skills that they can use to evaluate a constant flood of information. The idea is to create in students the ability to think independently and critically, solve problems and continue a lifetime of self-directed learning;
- **Informed learners** who understand global and cross-cultural relationships, value the philosophy and history underlying the nation of Pakistan, and are fluent in both their native language and English;
- **Responsible learners**, who understand the ethical consequences of actions and are well groomed to be active citizens who accept their public duty and participate in the decision-making process of democracy.

Core Values

The faculty and staff of FCCU seek to live by and to teach students the following Core Values;

Integrity

I will speak the truth and keep my commitments. I will take my responsibilities seriously and fulfill them to the best of my ability.

Excellence

I will be steadfast in my pursuit of excellence. I will set high standards in my intellectual life, personal behavior, and interpersonal relationships. I will honor the traditions of the University and preserve the beauty of the campus

Respect for the dignity of each human being

I will treat others with respect, kindness, generosity of heart and compassion. I will accept and tolerate differences. I will handle disagreements with candor and civility.

Discipline and accountability for my actions

I will uphold the policies of the College and follow the rules and regulations. I understand that behavior has consequences. This understanding is an essential component in the development of my self-discipline

Fairness and justice

I will be fair in all of my decisions and work toward justice for others.

Service

I will live the motto, "By Love, Serve One Another" knowing that serving others is a way of life that will enrich the community and the nation in which I live.

Community

I will take the concerns of others in the University community to heart. Because we are bound together by common purposes, objectives and values, the welfare of all will be my concern.

Frequently Asked Questions

This is not intended to be a list of EVERY question you might have. If the question you have is not on this list, look at the table of contents in this Handbook and see if that directs you to what you need to know. If you still can't find the answer, come by the Office of Student Affairs and we will help you figure it out. You can also ask your advisor any question that is not answered in this Handbook.

My contact information has changed. How do I let the college know?

Please go to the Academic Office in Room # 002 of the Ahmad Saeed Administration Building and fill out a Change of Address form. Be sure to let your advisor know as well.

Do I really have to attend classes?

Yes, there is a great deal of evidence to show that students who attend classes regularly are more successful academically.

How do I apply for financial assistance?

The Financial Assistance Office in Room # 015 of the Ahmad Saeed Administration Building can help you with this. Financial assistance forms are available online on our website.

How many types of scholarships are available?

- Merit Scholarship
- Need and Merit Based Financial Aid
- Work Study Program
- Other external scholarships as and when advertised (information available on website).

How do I apply for Merit Scholarship?

Baccalaureate Merit Scholarships are awarded on the basis of applicants' FCCU T-Scores and covers a waiver of 75% of the tuition fee of the respective program. The T-Score is an aggregate of past academic performance and the Forman Entry Admission Test (FEAT Accuplacer).

How do I apply for Need and Merit Based Financial Aid?

Please follow the process outlined below to apply for Financial Aid (on specific dates):

Step 1: Deposit the Financial Aid Form Processing Fee at FCCU's on-campus HBL Branch

Step 2: Drop the Financial Aid Fee Receipt at the Financial Aid Office.

Step 3: Online access (username and password) of the financial aid form will be emailed to you on your FCCU email ID

Step 4: Fill out the form, submit it online, upload a picture and print the form

Step 5: Submit the form along with all required documents at the Financial Aid office.

Do I need to apply every year for Financial Aid?

Yes. You need to apply every year for the renewal of your Financial Aid.

What are the eligibility criteria to maintain Financial Aid?

- Maintain a CGPA of at least 2.00 and be a full-time University student taking a minimum of 12 credits per semester (Fall and Spring).
- Not involved in any misconduct and no disciplinary action is taken against you during your academic stay in the University.

What is Work Study Program (WSP)?

Students who are unable to pay their fee and other university-related expenses can apply for on-campus jobs to meet their financial needs.

How are students informed about their Financial Aid status?

Students are informed through official emails, SMS and web portal account etc.

Can I pay my fee in installments?

See the Student Dealing Window opposite the Accounts Office in the Ahmed Saeed Administration Building.

Is my scholarship or financial assistance affected by my attendance and my grades?

Yes. If you do not attend classes and maintain your grades, you may lose your financial assistance or scholarship.

What CGPA do I need to maintain in order to keep my financial assistance?

The minimum requirement for financial assistance is 2.0 CGPA and for a merit the scholarship minimum requirement is 3.0 CGPA.

I know someone who wants to come to FCCU next year. Where can they find out about admissions?

The Admissions Office is located in Rooms 004 and 005 of the Ahmad Saeed Administration Building. Admission information is also available on our website.

I have a family member or friend of the family who is a Formanite but they do not receive information about alumni events.

The Office of Alumni Relations and Advancement in Suite 137 of the Ahmad Saeed Administration Building would be delighted to register all of our alumni. Please ask any Formanite you know to call or come by the office to do that.

I need a character certificate/proof of attendance/transcript or list of courses taken.

The Academic Office in Room # 002 of the Ahmad Saeed Administration Building can help you with all of these needs.

How do I get involved in one of the sports teams on campus?

The Sports Office is located in the Lucas Center.

How do I get involved in one of the societies on campus?

The list of societies and the names of the advisors is on the societies' website www.fccsocieties.org.pk. Contact the advisor or you can also contact the Student Activities Office in Room # 010 of the Ahmad Saeed Administration Building. There is a society fair held at the beginning of each semester where you can find information about the societies and join if you wish.

Where can I attend Friday (Juma) prayers?

There are mosques located in the residential area behind the Velte Hall hostel and on the main road next to the West Hall hostel. Friday (Juma) prayers are offered in the mosque near Velte Hall.

When can I attend chapel?

A service is held each Friday in the chapel next to the Ewing Memorial Library from 1:00 pm to 2:00 pm.

Are there Bible Studies available?

Yes. See a member of the Christian Life staff for days and timings. The office is located in the building behind the Chapel (ICF Building).

Where do I go for information about transferring to or from another university in Pakistan?

The Academic Office in Room 002 of the Ahmad Saeed Administration Building can help you with this.

Can I get information about colleges and universities overseas?

Yes, from the Office of International Education in Room 013 of the Ahmad Saeed Administration Building.

**If I don't know who my advisor is;
I want to change my advisor;
I can't find my advisor; then where should I go for help?**

See the Head of Academic Advising in Room 208 of the Ahmad Saeed Administration Building. Advisors will not be changed except when a student declares or changes a major or in very unusual cases.

How do I register for classes?

You will meet with your advisor to select your courses. Your actual registration for classes will be done through your online account. You will receive instructions for online registration during your UNIV 100 sessions. Information about the dates and requirements for registration are on the website and in the academic calendar.

How do I change courses/sections?

This is called dropping and adding. You can drop or add courses through your online account during the designated periods. These are listed in the University calendar located on the website. Changing a section is the same thing as changing a course.

What if I want to add a class after the dates on the calendar?

Once the dates for adding a class have passed, you will not be allowed to add a class. We do not make exceptions to this because you miss too many classes if you add after the first week.

What is the difference between dropping and withdrawing from a class?

A class can be dropped without showing up on your transcript at all as long as you do it prior to the deadline listed on the academic calendar. After that date, you may withdraw from a class until the date on the calendar. However, the class will appear on your transcript as a WF or WP.

How does dropping or withdrawing affect my academic standing?

If you drop or withdraw from a class it does not affect your GPA. However, you will not receive any credit for that class. So, you must make up those credits during another semester in order to maintain satisfactory academic progress and be able to graduate on time.

What if I want to withdraw from all of my classes?

Any full-time student who is contemplating official withdrawal from the University while the semester is in progress, but plans to return the following semester, must meet with the Chief Student Affairs Officer. If they are not returning to the University for the following semester, they must see the Vice Rector. A student is not considered to be officially withdrawn until the appropriate papers are filed and processed through the Academic Office. If a student stops attending class but does not officially withdraw, he or she will receive Fs on the grade report.

What is a syllabus?

A syllabus is the outline of a course. It includes dates for assignments, projects and exams as well as attendance policies for the class and information about how your grade will be calculated. You should receive your syllabus by the end of the first week of classes. If you do not receive one, speak to your class instructor.

What is a transcript?

Your transcript is your permanent academic record. It includes your grades, number of credits taken and your Cumulative/Grade Point Average. This is maintained by the University and shared with authorized personnel and, at your request, with other colleges or universities. Copies are available to you through the Academic Office for use in applying for further education, employment or other situations requiring this information. You always have access to an unofficial transcript via your online account.

What is a Grade Point Average (GPA) and how do I know what mine is?

A Grade Point Average is the average of all of the grades you have received during your course of studies. Your letter grades are transferred to point values and then multiplied by the number of

credits you received for that course. This is done for all of the courses you have completed. Then, those point values are added together and divided by the total number of credits you have attempted. Your GPA for the current semester and your cumulative GPA (CGPA) will be printed on your transcript. Your transcript is available through your online account.

I'm really interested in my major but am worried I won't be able to find a good job when I graduate.

We have a Career Services Office in Room 030 of the Ahmed Saeed Building. The staff there can help you with information about career opportunities in a wide variety of fields.

What is Academic Probation? How do I stay off or get off of the probation list?

Academic Probation is an indication that you are not making satisfactory academic progress. This means that, based on your current GPA, you would not be eligible to graduate. For complete details as to what GPA is required see the academic requirements section in this Handbook. If you still need assistance with this, see your advisor or the Chief Student Affairs Officer. If you are on the academic probation list, you must attend all classes and meet regularly with your Advisor.

How do I get on the Vice Rector's List?

Your Grade Point Average must be 3.75 or above during any semester. The Vice Rector's list is based on the semester GPA.

How are my grades determined?

The requirements and percentage weight for each assignment and exams is given in the course syllabus you will receive in each class. Your professor will calculate your percentage grade and then will assign a letter grade based on that calculation. The letter grades and point values are listed in the academics section of this Handbook.

What are the graduation requirements for the Baccalaureate program: BA/BS (Hons), BS (Hons) Computing, BS (Hons) Business, BS (Hons) Biotechnology?

All graduation requirements are listed in the Baccalaureate Catalog. Your graduation requirements are specific to the Catalog on which you entered.

When should I complete my general education requirements?

By the end of your 5th semester, so you can focus on your major courses.

What are the Competency Exams and how can I prepare for them?

Competency Exams are designed to test for a minimum level of competence in five areas: written and spoken English, written Urdu, Quantitative Skills and IT skills. These tests do not affect your GPA. They are pass/fail only. You must pass all five to graduate but you may take the tests more than once. The courses you take for general education in these areas should prepare you for the tests. There are also study guides available in the library and on the FCCU website.

When are the Competency Exams being offered?

These tests are offered multiple times each year. The dates are listed on the Academic Calendar on the University website www.fccollege.edu.pk. Graduating seniors will get priority for the spring semester dates.

What is a major?

A major is the discipline that a student chooses to pursue as his or her primary field of study. All students must have a major in order to graduate. Once you choose a major you must fulfill the requirements listed in the Catalog.

How do I declare my major?

In your fourth semester, you will complete an online form to declare your major. The directions for the form and what to do with it will be given on the website and posted around campus prior to the due date.

Is it okay to change my major?

Yes. You may change your major at any time. However, you are still required to complete all requirements in your new major so changing your major late in your program may delay your graduation.

What is a minor?

A minor is a discipline you choose as a secondary focus. It requires fewer courses or credits than a major. Not all departments offer minors. The Catalog has the information about the minor requirement for each department that is offering one.

How can I form a new society?

Visit the Student Activities Office in Room 010 of the Ahmad Saeed Administration Building.

How do I reserve space on campus for social or academic events?

Visit the Student Activities Office in Room 010 of the Ahmad Saeed Administration for clearance to hold an event. Once you have done this, you will go to the Events Office and make the reservation.

How Can We Help You?

The faculty and staff of FCCU want to assist you in any way we can. This section is intended to give you information about where you can go to get the assistance you need. Please read through this and become familiar with it. While all of us are willing to help, going to the right place for your information will ensure that you get the correct information and will save you the frustration of going from office to office.

Academic Office

The Academic Office is located in Room 002 on the ground floor of the Ahmed Saeed Administration Building. The Academic Office is the place to go if you have questions regarding academics. These include academic standing, registration questions or problems, grading issues, transfers to or from other colleges and any official documents you may need such as transcript, bonafide certificate, equivalence certificate, etc.

Accounts Office

The Accounts Office is located in Room 038 on the ground floor of the Ahmed Saeed Administration Building. Contact this office for questions regarding financial matters including payment of fees. Their email is fccaccounts@fccollege.edu.pk. There is also a student dealing desk across from the Accounts Office. This should be the first place you go with questions.

Financial Assistance Office

The Financial Assistance Office is located in Rooms 014, 015 and 016 on the ground floor of the Ahmed Saeed Administration Building. All information regarding financial assistance can be obtained from this office. The student dealing section is in room 015 and has a window into the side hallway.

Admissions Office

The Admissions office is located in Rooms 004 and 005 on the ground floor of the Ahmed Saeed Administration and deadlines are available here. If you know students who are interested in joining FCCU or if you would like to help to arrange a visit to your secondary school to recruit new students, please see the Head of Admissions or email the office at admissions@fccollege.edu.pk. Admission information is also available on the FCCU website www.fccollege.edu.pk

Alumni Relations and College Advancement

This office is located in Suite 137 on the first floor of the Ahmed Saeed Administration Building. All activities regarding alumni and fundraising for the University go through this office. If you have family or friends who are FCCU alumni and they have not registered with

the Alumni Office, please ask them to do so.

Career Services

The Career Services Office is based at Room 030 and 031 on the ground floor of the Ahmed Saeed Administration Building. The Head of Career Services has information on various career opportunities accessible in Pakistan. If you would like guidance on your future career or information on opportunities in your chosen field, the Head of Career Services can assist you. This office arranges frequent Information sessions on career development including sessions from guest speakers and organizes job fairs.

International Education

The International Education Office is located in Room 013 on the ground floor of the Ahmed Saeed Administration Building. The Senior Manager of International Education has information on exchange programs and postgraduate programs abroad. In addition, there is a library of information on foreign colleges and universities. This office holds an annual international education fair as well as inviting many guest speakers onto campus.

Department of Internships

An internship is an opportunity to integrate career-related experience into education by participating in planned, supervised work. The Department of Internships, located in room 030 in the Ahmed Saeed Bldg, contributes to the student's personal and professional development through challenging work assignments and also includes career-related experiences that complement what is learned in the classroom. Interns will have an evaluation process at the conclusion of the internship. Both academic credit or non- credit internships are available.

Student Affairs Office

The Student Affairs Office is located on the ground floor of the Ahmed Saeed Administration Building. The role of this office is to provide support to students throughout their academic career. This office oversees the non-academic life of students on campus. This includes overseeing the hostels, student activities and answering questions regarding courses or general 'how to be successful in college' questions. The Chief Student Affairs Officer works with other administrators on campus to improve the quality of student life. If you have suggestions or concerns about things going on around campus or if you need assistance, please feel free to go by this office.

Student Activities Office

There are a wide variety of activities available to you as students. The Head of Student Activities oversees all of these activities and the societies on campus. There are academic societies as well as societies in various areas of special interest. Information on the societies and student events on campus is available from the student activities office located in Room 010 of the Ahmed Saeed Administration Building.

Events Reservation Office

The Events Reservation Office at FCCU is responsible for providing logistical support for all campus-wide events. These events include, but are not limited to, academic seminars and talks, administrative meetings, sports events and social gatherings. While the events are planned and organized by students, university departments and/or student societies, Event Reservation Office provides logistical support to ensure that each event is of a high standard, and that all objectives are met. By visiting Room # 032 in Ahmed Saeed Administration Building, students, faculty and staff members can reserve a venue, sound system, multimedia projector and screen, and other facilities for their respective events. The office coordinates with other relevant departments to ensure a successful execution of the events.

Mercy Health Center

The Mercy Health Center, located on the road next to the Armacost Building near the hostels, is focused on the physical and emotional well being of our students. The counseling services

are located here (see the following entry) as well as three full time nursing staff and a full time doctor. The Health Center assists students who are ill as well as those who wish to live healthier lives. There are fliers available on a variety of issues and the center conducts workshops and seminars on health related issues. The Emergency Medical Services, a student run emergency response unit, is also housed in the health center.

Counseling Center

The University Counseling Center (UCC) is an essential part of any modern educational institution. The university environment may be challenging for some students in many ways. Some of the issues students face and want to discuss may include:

- Unsatisfactory academic performance
- Experiencing a traumatic event
- Peer pressure
- Difficulty in handling interpersonal problems
- Eating disorders
- Substance abuse
- Identity confusion

Such issues, if left unattended, may become a continuous source of anxiety and stress. Willingness to identify, recognize and resolve problems is a wise step and sign of strength and not a sign of weakness. The UCC is available to deal with such issues. All the services at UCC are free of charge and completely confidential. Unless required by law or specific circumstances, no information is shared without students' consent. The UCC is located in the Mercy Health Center. Except in an emergency, students need to make an appointment to seek help from the Counselor.

Chief Proctor and Proctorial Board

The Chief Proctor's Office is located in Rooms 024 and 025 on the ground floor of the Ahmed Saeed Building. The Chief Proctor is the Head of the Proctorial Board that is responsible for maintaining discipline on campus. The Board works closely with campus security and with other offices to help ensure a safe and comfortable environment on the campus. Any concerns regarding discipline should be directed to one of the prefects or proctors on campus or to the Chief Proctor.

Security Office

The Security department is primarily responsible for the safety and security of all personnel and assets on the campus. The Chief Security Officer's office is located in Room 028 of the Ahmed Saeed Administration Building and is functional 24 hours a day, seven days a week. Please feel free to walk in whenever you feel it is necessary. You are also welcome to get in touch with the office on the FCCU extension number 336 and on cell phone 0321-5076808.

Hostels

We have residential space for University students in two hostels on campus (one for men and one for women) and in a men's hostel off campus. The spaces in these hostels are for students who live outside Lahore. Hostel accommodation is limited and seats are allotted on a first come, first served basis. The hostels provide facilities for healthy and comfortable living. Each hostel has a common room for recreation. Meals are served at fixed times in the dining hall of each hostel. Any question regarding the hostel can be directed to the Head of Residential Life. There are three University student hostels:

- Shirazi Hall
- Hope Tower (for women students)
- Ewing Hall

Ewing Hall is an off campus hostel. All hostels have their own Mess (dining hall) facilities

Hostel Admission

- The hostels are provided for out-of-city students. However seats are limited and

- o there is no guarantee of provision of hostel accommodation.
- o Due to a shortage of space for the men's hostels, priority for Ewing will be given to Freshmen and priority for Shirazi will be given to Sophomores and international students.
- Only full-time students of FCCU are eligible
- Hostel seats are allotted by the University administration based on date of application and availability of space.

Hostel Guests

Guests are allowed to visit only during visiting hours i.e. 4:00 pm to 6:00 pm. They may be entertained in the guest room but will not be allowed to enter the hostel rooms.

Religious Life

There are a variety of opportunities available on campus for students to grow spiritually and to participate in religious activities. The Department of Religious Studies offers courses in Islam and Christianity and the faculty of this department are available to students if needed. There are two mosques on campus. The smaller one is located near the West Hall hostel and the main one is located near the residential section behind the hostels. Juma prayers are offered at the main mosque each week. The University chapel is located next to the library. Bible Study and Chapel are held weekly. The Christian Life program has an office located in the back of the ICF Building (behind the chapel).

Sports Office

There are many opportunities at FCCU to be involved in sports. We have intercollegiate and inter university (male & female) teams which are participating in Lahore Board intercollegiate and HEC inter university competitions in different games. Intramural tournaments such as Badminton, Basketball, Cricket, Football, Hockey, Table Tennis and Volleyball are also organized. Individual Championships for male and female students are Badminton, Table Tennis and Tennis. Sports equipment is also available for checkout from the person in charge of the daily sports equipment. For information about checking out sports equipment, joining a team or use of the swimming pool or grounds, contact or visit the Sports Department located in the Lucas Center.

University Website

The university website www.fccollege.edu.pk has all the updates regarding university events, student societies, faculty contacts, extensions numbers and all the highlights which are required by any student.

Academic Policies and Procedures

Student Records

FCCU guarantees both the privacy and the confidentiality of all student educational records and a student's right to access those records. The official custodian of student records is the Head of Academics. Access to student records is limited to the student, the student's parent or guardian, current instructors, Academic Office staff, counseling and administrative staff with legitimate interests, authorized officials of the government and accrediting agencies, and persons bearing a lawful judicial order or subpoena, or any party designated by written consent of the student.

A student or former student has the right of access to his or her records. However, the University may deny access if the student has unpaid financial obligations to the University. Requests for access or copies of records must be made in writing to the Head of Academics who will comply within seven business days. Following review, a student may request any portion of his or her record to be expunged or edited, provided that supporting documentation is produced or available.

Baccalaureate Degree 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 a 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 75% is required to take the exam that will become the minimum for that course.

Academic Dismissal and Readmission

Students who are Academically Dismissed will not be permitted to enroll at FCCU for at least one full semester (Spring or Fall). If a record is consistently poor, a student may not be permitted to return. Any student who has been Academically Dismissed from FCCU and wishes to be readmitted as a full-time student must submit a completed Application for Readmission to the Office of the Vice Rector and meet all conditions for readmission.

If the student has taken coursework at another institution while on dismissal, an official transcript of that work should be forwarded to the Vice Rector as part of the Application for Readmission.

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 which 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
- Research the intellectual property rights of others

Students are expected to:

- Come to class regularly and on time
- Clarify any assignments or expectations they do not understand
- Complete all assignments on time, without assistance from others, unless this is permitted by the professor
- Avoid the use of any aids or extraneous information on quizzes, midterms, or exams, unless explicitly allowed by the professor
- Recognize that excused absences are a privilege, and students are expected to provide accurate information when obtaining these

Breaches of Academic Integrity Coursework

Students may not:

- Use any method to cheat on exams
- 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 and/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 or 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 others whether written work, lab results, or ideas, without appropriate credit
- Falsify results, data, findings, 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 retake exams or take them later
- Expropriate or abuse a position of trust to utilize ideas, data, or other information gained in a peer review or pre-review process or in reviewing proposals for funding.

Academic Integrity Issues

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 designate committee.

Reporting Breaches of Academic Integrity

When a faculty member believes that a student has violated academic integrity, he or she will confront the student. The faculty member will check with the Office of the Vice Rector to see if this is a first or subsequent breach of academic integrity.

If this is a first offence, and the student does not contest the charge, the student will fail the assignment; the faculty member will report the incident to the Office of the Vice Rector along with whatever documentation is relevant. The information will be put into the student's file. In this instance there is no Academic Integrity Committee (AIC) hearing.

The faculty member must notify the following: the Vice Rector's Office, the Chairperson of the relevant department, the Dean of the relevant faculty, the student's advisor, the Chief Student Affairs Officer, and the student concerned.

If the student contests the charge or the penalty, or if it is a second of subsequent offences, or a very serious offence, the faculty member will refer the case to the AIC using the appropriate form, with copies notifying the student, the Advisor, Chief Student Affairs Officer, the relevant Dean, and the Chairperson of department. The faculty should attach whatever documentation exists of about the breach. The offence should be reported as soon as possible, but no later than five working days after discovery of breach.

- A student may report a breach of another student's academic integrity to the professor or to the AIC in writing, signing the accusation
- A staff member may report a breach of a student's academic integrity to the AIC with appropriate documentation
- The breach must be reported within 10 working days of discovering the breach.

Academic Probation

Students are expected to maintain good academic standing. Official notification concerning academic standing will be given to all full-time students whose performance does not meet the prescribed standards of the University. After each semester, the Academic Standards

Committee and the Vice Rector will determine whether students experiencing academic difficulty will be placed on Academic Probation, suspended on Probation or dismissed from the university. Academic Dismissal carries specific conditions established by the Academic Standards Committee (see below).

The designation "Academic Probation" will appear on the student's transcript. It is used to alert students that the quality of their work is below that required for graduation. It is also a way of informing the student that, unless improvement is seen in the following semester, they may be dismissed.

Students with academic troubles who have been placed on probation must:

1. Attend all class meetings of every course in which they are enrolled.
2. Schedule meetings with their academic Advisors at least once every two weeks.
3. Adhere to any other provisions established by the Academic Standard Committee.
4. Any student who fails to observe the conditions of Academic Probation is subject to review at any time by the Academic Standard Committee and/or the Vice Rector and may be dismissed from the university.

Removal from Academic Probation

Probationary status remains in effect until the student's CGPA reaches the requirement for good Academic standing.

Suspension from Co-Curricular and Sports Activities

A student placed on academic probation or subject to dismissal for a second consecutive semester is suspended from participation in co-curricular or sports activities so that the student may devote full time to the studies

Registration Timeframe

Registration dates are published in the academic calendar.

All courses, for which the student wishes to earn credit, must be registered through student web services. The student is responsible for every course listed on his/her account schedule and can receive no credit for courses not listed here. After registration, official changes in registration may be made only during official add/drop periods when access to registration is again available online. No course may be added after the drop/add deadline.

Semester Hours Completed Minimum Cumulative GPA (CGPA) Required for Good Standing

0-35	1.50
36-64	1.75
65 or more	2.00

Non/ Partial Payment and Deregistration

Deregistration refers to the administrative dropping of courses registered by a student. All courses registered must be fully paid for by the appropriate date published by the Accounts Office. Partial payment or no payment for the semester result in deregistration which will typically be carried out twice:

- Before add/drop to create seats for paying students
- After add/drop to ensure that only paying students receive grades for courses attended (used to be 'begin classes')

It is the student's responsibility to pay and confirm registration and prevent deregistration. Students who are deregistered in this manner will not receive grades for the classes for which they have not paid. Any appeal to the student dealing committee must be made before the fees due date listed on the calendar.

2nd Deregistration

Once the 2nd Deregistration has occurred, students will not receive grades in classes for which they did not pay. A fine per course will be imposed on the student as detailed below. This fine is to counteract the cost of the seat not being available for other paying students

and is automatically added to the student's bill.

Fine for 2nd Deregistration

Students who did not pay for addition of courses by the last day of payment associated with add/drop, will be deregistered as notified on the academic calendar. Additionally, since these seats can no longer be used by paying students, a fine will be imposed. This fine is to be applied to all (Spring, Summer, Fall and Winter) Semesters as Rs 2000 per course and will be reassessed each year.

2nd Deregistration fines will also result in business holds on student accounts. Since business holds prevent registration, it is the responsibility of the student to deposit this fine well ahead of the next round of registrations.

Cancellation of Courses due to Low Enrolment

- After the close of add/drop, classes with low enrolment are likely to be closed, particularly lower level, elective courses
 - o For Spring and Fall, low enrolment is 5 students for upper level (300/400) and 10 students for lower level (100/200) courses
 - o For Summer and Winter low enrolment is 10 students for all courses
- The Chairperson will be informed of the closure of courses due to low enrolment
- All instructors teaching courses with low enrolment must inform students of the likelihood of closure, prior to the end of add/drop
- The Chair can make the decision to continue with such course provided there is appropriate justification to do so
- If a registered course has been cancelled, students of that course can visit the Academic Office to arrange a satisfactory substitute preferably within the add/drop period or within 4 days of add/drop closure

Drop/Add and Withdrawals (from Course or University)

Add and Drop Policy and Procedure

Students will have a fixed period of time in which to register for classes for the next semester. Registration will close, thus allowing for a period of time prior to the semester in which administration can make needed adjustments to course offerings and faculty loads.

A two-week Add/Drop period will start seven calendar days before the first day of classes in that semester. The Add/Drop period will continue through the end of the fifth day of classes (exclusive of weekends or other breaks and holidays). Withdrawing from a class after this time will result in either a WF (Withdrawn while failing) or a WP (Withdrawn while passing). During Add/Drop time students will be allowed to add classes and drop classes as necessary. It is intended that most students will not add or drop a course – only a few should need to do so. This is not designed as a period in which students register for an extra class and drop the least favorable one. This period is to facilitate students to get into the courses that are appropriate for their educational needs and adjust their schedules accordingly.

All students who are registered before the Add/Drop are expected to attend their classes and labs during the first week. Students adding a class during Add/Drop are required to attend the new class as soon as they have added the class. Faculty will keep attendance from the first day of class and only excuse those few students for missing class if they did so before they added it. Traveling to University from a distant area is not a valid excuse for missing the first week of classes. All add and drops will be processed through the registration portal in the University website.

Withdrawal and Course Load Policies

Freshmen will not be allowed to take more than five classes. This may be less for first semester Freshmen.

Sophomores will only be allowed to take six classes or 18 hours with an academic plan explaining why and with their advisor's express permission. Juniors and Seniors may register for six classes with the usual permissions. Students who wish to withdraw from a class after the Add/Drop period may do so up to the date stated in the academic calendar. They will be given either a WP or a WF. If they withdraw before an assessment has been made or with a cumulative assessment that is passing, it will be a WP. If they failed an assessment or their

cumulative total of assessments was an F, they will get a WF.

Course Withdrawal (Online form)

Students are allowed to withdraw from a course until the end of the ninth week of the regular semester.

Students who withdraw from a course by the withdrawal deadline will receive a grade of WP (Withdraw with Pass) or WF (Withdraw with Fail) by the instructor. WP is an automatic grade if no graded instruments (assignment, quizzes, tests etc) have been given back to the student, otherwise the grade of WP or WF is as per the standing of the student at that point in time. The form can be downloaded from the website by the student but must be delivered to the Academic Office by the course instructor. If a student does not officially drop a course or withdraws from a course after the deadline, he/she will receive a grade of F. In circumstances where Academic Policy has been breached or disciplinary action taken, the Vice Rector's Office may award an AW (Administrative withdrawal) to a student and withdraw the grade given for the applicable course.

In extreme circumstances beyond the student's control, such as illness, accident or death of a parent, permission may be granted to withdraw after the withdrawal deadline. In extenuating circumstances W will be awarded by the Chief Student Affairs Office or the Vice Rector's office.

Temporary Withdrawal (Discontinuing for one semester or year)

A Temporary Withdrawal means the student has decided to discontinue one semester or one year of studies but plans to return to the University to continue studies. Depending on the date of withdrawal, the student may be entitled to a refund. Please refer to the withdrawal refund policy in the catalog. The form is available from the Academic Office. Once filled out by the student and signed by the student and academic advisor, it must be brought to the Chief Student Affairs Office. Students must meet with the CSAO, not just drop off the form.

University Withdrawal (Online form)

A University Withdrawal is defined as leaving the University permanently. If a student decides to leave the University the procedure to be followed is given below:

- The University Withdrawal Clearance form must be downloaded from the website
- It is the student's responsibility to obtain clearance from the Library, Computer Lab, Chief Proctor, Accounts Office and Science Laboratories
- The University ID card must be returned to the Accounts Office
- On receiving the approved form with all clearances, the Academic Office will issue a Letter of Release
- The student must submit a copy of the Letter of Release to the Accounts Office in order to collect his/her library security deposit
- If a student quits and fails to inform the University about the decision to discontinue at the University, he/she will receive failing grades for all courses. If the student does not cancel his/her registration prior to the drop deadline, he/she will be held financially responsible for applicable tuition fees

Readmission to the University

Students who have been dropped from the University must seek readmission. It is the student's responsibility to submit a copy of the readmission approval to:

- The Accounts Office (for Readmission fee and tuition) and
- The Academic Office (for Registration).

Once readmitted the student will apply for a new student ID card at the Chief Proctor's office.

Grading System

The grading system for undergraduate students is as follows:

Grade Point Value Numerical Value Meaning

A 4.00 93-100 Superior

A- 3.70 90-92

B+ 3.30 87-89

B 3.00 83-86 Good

B- 2.70 80-82
C+ 2.30 77-79
C 2.00 73-76 Satisfactory
C- 1.70 70-72
D+ 1.30 67-69
D 1.00 60-66 Passing
F 0.00 59 or below Failing
W Officially Withdrawn
WF Withdrawn while failing
WP Withdrawn while passing
AW Administrative Withdrawal/Dismissal
AU Audit/Listener Status
NS Did not show up in class
I Incomplete

Changing a Grade

The instructor of the class in which the grade was assigned must take care of this in the Academic Office.

Incompletes

An Incomplete grade (I) indicates that a student has done passing work in a course but was unable to meet all course requirements. Justification for an Incomplete is generally non-academic and the grade is arranged at the instructor's discretion. An Incomplete grade does not affect the student's GPA. An Incomplete grade must be removed by the end of the following semester. Failure to complete course requirements during this period will result in a grade of F.

Repeated Courses

Repeating a course is allowed only if a student earned a D or F, the first time on the course. If a student repeats a course, the second grade will be factored into the GPA. However, all grades will remain on the academic record.

After the first repeat grade, all subsequent grades for the same course will be counted in determining the GPA.

Graduation Requirements

Commencement exercises are held in November. Degree candidates must submit an online degree application form by the deadline posted on the calendar. All course work must be completed by the beginning of September in order to graduate in that year. Students must fulfill all degree requirements from a single catalog. Degrees are awarded based on the degree requirements in place at the time of the student's entry into FCCU as a Baccalaureate student. If a student elects to use the requirements shown in any subsequent catalog issued during his or her tenure at the University, he or she may do so. A student may not use the requirements from a catalog prior to the year in which he/she entered the program. A Catalog is valid for 7 years.

Degree candidates must fulfill the following requirements:

- Complete general education requirements, major requirements and required free electives as specified in the relevant catalog
- Earn a minimum of 130 semester hours
- Have all transfer credits approved by the Academic Office
- Complete all Competency Examinations
- Earn a minimum of 45 semester hours in residence at FCCU, at least 15 of which must be in the student's major program of study
- Attain a minimum cumulative GPA of 2.00
- Attain a minimum GPA in Major courses of 2.00
- All degree requirements must be complete by the end of the Summer semester for students to participate in Commencement. An Incomplete grade in the candidate's final semester may postpone graduation for that candidate

Urgent Degree

If pending/incomplete grades or other graduation requirements are late thus preventing participation in commencement, a student still has the option of obtaining an urgent degree in January/February following commencement. The procedure for an Urgent degree begins at the Registrar's office. It usually takes 3 weeks for an urgent degree process to be completed

and there is a fee associated with this.

Language Course Policy

- All entering students will take ACCUPLACER for course placement. Students who achieve the benchmark will be placed in ENGL 101. Students with scores below the benchmark will be placed in the Intensive English program. These students will be required to retake the ACCUPLACER and a Spoken English Test at the end of the semester in order to move into ENGL 101
- Students placed in the Intensive English program will not take any other courses during that semester
- Students do not receive credit for the Intensive English courses. However, English is the medium of instruction at FCCU. Mastery of English will allow students to be successful during their university career and will broaden their opportunities after graduation

General Education

FCCU is a liberal arts University. The purpose of the General Education requirement is to introduce students to a broad range of intellectual pursuits, to provide sufficient breadth of knowledge to prepare them for their role as citizens, to equip them with communication and analytical skills, to help them to integrate knowledge that comes from different disciplines and to prepare them for a lifetime of self-directed learning.

Distribution Requirement

There are two components of the General Education requirement:

- Demonstration of competency as determined by performance on college assessment examinations in the following five areas:
 - Written communication in Urdu
 - Written communication in English
 - Oral communication in English
 - Quantitative skills
 - Information technology

Study of courses in the four general divisions of the academic program as stated below:

Humanities: 6 courses (3 credit courses)

All students must complete the following:

A. Religious Studies:

1. Islamic Studies 101 (required for all Muslim students) or Christian Ethics 152

B. Communication:

2. English 101: Writing and Grammar
3. English 103: Advanced Writing Skills
4. Mass Communication 100: Fundamentals of Speech
5. Urdu 101: Communicative Urdu

C. 6th Course from Humanities:

The 6th course must be selected from English, History, Mass Communication, Philosophy, Religious Studies (Christian or Islamic Studies) or Urdu.

Social and Behavioral Sciences: 3 Courses (3 credit courses)

1. A student must take one Pakistan Studies course –PKST 101
2. Two courses from: Business studies, Economics, Education, Geography, Political Science, Psychology or Sociology.

Science and Mathematics: 5 Courses (3 credit courses; sciences must be 4 credit with a lab)

Students must take:

1. Two Science courses with labs (both from different disciplines): Biological Sciences, Chemistry, Physics
2. One Mathematics course
3. One Computer Science course
4. One other course in Science lab course (4 credits), Mathematics, Statistics, Logic (PHIL 221) or Computer Science

UNIV 100: Foundations of University Education (1 Course)

1. All University Freshmen students must take UNIV 100 during their first semester or after they have finished the IEAP program. Transfer student with 60 or more credits are exempted from UNIV 100. See details for Transfer based exemption.

Academic Advising (Academic Support for Forman Students)

Each student will be assigned to a faculty member who will serve as his/her Advisor. This will be the instructor for the student's UNIV 100 course. The Advisor will work with the student to select courses and create a class schedule. They will also discuss career planning and personal growth. Once the student selects a major program of study, a faculty member from that department will become the advisor. Each student has a responsibility to meet with his or her Advisor at least once each semester to review academic progress. Students will have as much guidance as they need and as much freedom as they can responsibly handle.

Participation in assessment

The Quality Enhancement Cell (QEC) at FCCU conducts multiple online and manual assessments. The assessments are administered through ACCUPLACER, ETS® Proficiency Profile and other exams created by the University. Online software-applications are used to conduct surveys.

These exams/assessments/surveys play a vital role in evaluating and analyzing the student's capabilities in regard to their learning outcomes, success and institutional achievements. The competency exams; Written English, Quantitative Skills, Information Technology, Spoken English and Written Urdu are degree requirements. Failure in these competencies may delay a student's graduation from FCCU. See Degree Program Catalog and Competency Exams Study Guide for more details.

Participation in these assessments will allow the student to see his/her academic progress and to participate in the assessment of the university and its programs. Failure to participate in these assessments may result in a fine and/or hold on the student's FCCU web-account.

Competency Exams

The following is FCCU's policy on Competency Exam attempts:

- Students will not be charged for the first three (3) attempts to pass each of the Competency Exams. For each subsequent attempt a fee of Rs. 1,000 shall be charged
- Students who fail a Competency Exam twice will be allowed to repeat a relevant course even if they did not earn a D or F the first time taking the class:
 - o All students are still expected to clear the Competency Exams by the end of their sophomore year
 - o ENGL 101 if they fail the Written English exam twice
 - o URDU 101 if they fail the Written Urdu exam twice
 - o MCOM 100 if they fail the Spoken English exam twice
 - o MATH 100 if they fail the Quantitative Skills exam twice
 - o CSCS 100 if they fail the Information Technology exam twice

Participation in Faculty/Course Evaluation

Faculty/Course evaluations provide feedback regarding students' experiences throughout the semester in their course(s). The ratings from these evaluations are imperative and utilized to provide feedback to both individual faculty members and the management. The responses help faculty members to improve their learning outcomes, teaching methodology, conduct, course activities etc. Also, the aggregate responses from the Faculty/Course Evaluation facilitate management when determining a faculty member's promotion, contract renewal and the overall betterment of the institution.

Student responses are anonymous and faculty cannot see individual responses so students are advised to be honest while completing the faculty/course evaluation(s).

Students are expected to complete Faculty/Course Evaluation in the given time period at the end of each semester for all courses taken in that semester. Failure to complete the Faculty/Course Evaluation by the deadline may result in a hold being placed on the student's online FCCU web-account. This will result in the student being unable to register for following

semesters.

Majors and Minors

Students must complete the requirements of a major field of study in order to graduate. The number of credit hours required for the major varies depending upon the degree selected by the student, but it will be no fewer than 36 credit hours. 23 different majors are offered at FCCU with 4 that offer specializations within the major. The specific courses required to complete a major are listed in the departmental sections of the catalog.

Majors are offered in

1. Biological Sciences
2. Biotechnology
3. Bioinformatics
4. Business with specializations in:
 - Accounting
 - Finance
 - Operations Management
 - Sales and Marketing
 - Human Resources
5. Chemistry
6. Computer Science with specializations in:
 - Computer Science
 - Information Technology
 - Software Engineering
7. Economics
8. Education
9. English
10. Environmental Sciences
11. Geography
12. History
13. Mass Communication:
 - Print and Electronic Media
 - Advertising and Public Relations
14. Mathematics
15. Pakistan Studies
16. Philosophy
17. Physics
18. Political Science
19. Psychology
20. Religious Studies with majors in:
 - Islamic Studies
 - Christian Studies
21. Sociology
22. Statistics
23. Urdu

Requirements for Minor

In order to minor in a particular discipline, the student must complete $\frac{1}{2}$ of the credits required for a major in that discipline. The specific courses required for a minor are determined by each department offering a minor and are available in the Baccalaureate catalogue and from the Chairperson of the department. If a department or program is started after the publishing of a student's applicable catalog, the student wishing to take the minor must switch catalogs so that both major and minor are from the same catalog. A major and minor cannot be taken in the same department.

Change of program (Online form)

- A student's request to change his/her program of study will be reviewed by:
 - The department Chairperson of the program the student wishes to enter.
 - o The Vice Rector
 - o Decisions made by the Vice Rector Academics and department Chairperson are final.
- A copy of the approval of change in program will also be forwarded to the accounts

- office to change the fee structure. The new fee structure will come into effect in the semester following the approval.
- After the tuition structure has changed, the Admissions Office will carry out the change at their end and the student transfer will be completed.

Research Policies

Students participating in research should see their faculty supervisor who will provide them the relevant research policies according to the Faculty Handbook.

Student Classification

Students enrolled for 12 or more credit hours in any semester are considered to be full-time. Each year, students are classified in one of four classes according to the number of total credit hours completed at FCCU and accepted transfer credits:

Completed Credit Hours Class

0-30 Freshman
31-60 Sophomore
61-90 Junior
91 or more Senior

Suspension and Dismissal

A student who is suspended from the University for violation of University policies will receive an F for any work missed during suspension and will not be allowed to make up that work. The University reserves the right to suspend a student indefinitely any time that the student consistently shows his inability to meet the established standards of the University. A student who is dismissed from FCCU for disciplinary reasons will be given an AW (for Administrative Withdrawal) grade for each class in which he or she is enrolled.

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 this Handbook. 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. FCCU reserves the right to discipline students behaving in ways that violate University policy or standards of behavior and to suspend or expel students who continue to do so. There are many staff members working to make the environment of FCCU 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 this 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. Students will not be able to enter class without an ID card. ID cards will be distributed to all students of the University. The procedure for distribution of these cards will be as follows:

- Students will be given a date to report for the making of ID cards. Students who do not appear at this date will have to come the student affairs office for information on when and where to get the card made
- Student ID cards will be distributed in UNIV 100 during the first week. If a student is does not collect the card then, he or she may collect the card from the Proctorial Office during posted office hours
- If the card is lost, a fine of Rs 500 will be charged on the issuance of the first duplicate card and Rs 1,000 on the second issue. Loss of card must be reported immediately to the Chief Proctor. After this, a new card will be made and the old card will be voided on the system and will not be able to be used for entry.
- Students should not be asked to give up their ID cards as a part of a disciplinary action except in the case of suspension or dismissal from the University. If that is

the case, the Proctorial Board or the Chief Proctor may take the ID card from the student.

Dress Code

The purpose of the FCCU dress code is to ensure that our students are 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. 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.

Camera 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. Students caught taking these pictures will have their phones confiscated and their parents called.

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

Classroom Misconduct

All students are expected to arrive at 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 FCCU 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 severely. 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 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, FCCU 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
- Men are not allowed in the Women's Common Room or in the Botanical Gardens (unless they are in a class or have an assignment from a class which is related to the Botanical Gardens)
- 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 or 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 from the University.

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 from the University.

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 from the University. Bribery is defined as offering money or other payment in return for something. 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 alcoholic beverages, hard liquor, or drugs on the University campus is strictly forbidden. Violation of this policy will result in strict disciplinary action that may include suspension or expulsion from the University.

Smoking

Smoking within the University 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 from the University without prejudice to 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.

Sexual Harassment

Sexual Harassment is unacceptable behavior at FCCU and such behavior will be subject to disciplinary action. Harassment refers to behaviors that are intended to be offensive, threatening or disturbing to the recipient. To harass is to persistently annoy, attack, or bother someone. Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature that is offensive, embarrassing, intimidating or humiliating. This includes:

- Instances when the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment
- Instances when submission to the harassment is made either explicitly or implicitly a term or condition of fair treatment

Specific examples include, but are not limited to:

- Touching in an inappropriate way
- Staring or leering
- Requests for sex
- Subtle pressure for sexual activity or sexual innuendoes
- Display of sexually explicit pictures
- Repeated references to various parts of the body at inappropriate times
- Requests for dates when the other person has made it clear that she or he is not interested
- "Hooting", whistles, or other suggestive noises or gestures
- Suggestive comments or jokes
- Insults, name-calling or taunts based on a person's gender
- Derogatory graffiti referring to a person's character or making sexual implications
- Sexually explicit emails, text messages, etc
- Spreading rumors about another person's sexual behavior
- Intrusive questions about a person's private life or body
- Any romantic or sexual behavior that you would consider to be inappropriate if directed at a member of your family

Sexual harassment does not refer to compliments or other behaviors that are considered to be socially appropriate. There should be no relationships of a romantic or sexual nature between any faculty or staff member and a student. There is no exception to this. A student should not attempt to initiate such a relationship for any reason.

There should be no attempt by a student to gain better grades or access to exams or assignments by encouraging or offering such relationships. Any pursuit of such relationships by a faculty or staff member should be immediately reported to the counselor or the Dean of Students. All faculty and staff members are required to report instances of harassment if they are aware. Any faculty or staff member encouraging a student not to report such instances will be subject to disciplinary action.

FCC has adopted the Code of Conduct outlined in the Protection against the Harassment of Women Act of 2010.

The link to that full document can be found at www.aasha.org.pk.

Plagiarism Policy

Plagiarism is a very serious academic offence, and it is strictly prohibited at Forman Christian College. Plagiarism is defined as “taking and using the thoughts, writings, and inventions of another person as one’s own” and 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

Features

- FCCU is committed to upholding standards of academic integrity
Plagiarism in any form is unacceptable and will be treated seriously by the University
- Students will be advised at the start of every course about the plagiarism policy and procedures
- Instructors must have a process in place that ensures as far as possible that work submitted for assessment is the work of the concerned student(s)
- Instructors will take steps to detect plagiarism, which may include the use of electronic plagiarism detection software, such as Turnitin, and other methods to compare work submitted for assessment against various databases, which may include the World Wide Web, electronic reference materials and other students’ work submitted for assessment
- An instructor who suspects that plagiarism has occurred must produce evidence (through identifying the source) to support the allegation and report to the Vice Rector, who will refer it to the chair of the plagiarism standing committee for appropriate action
- The Vice Rector will maintain a plagiarism register. The register will record warnings and outcomes of all accusations of plagiarism
- A student’s involvement in alleged plagiarism will be retained on the plagiarism register while still enrolled and instructors will have access to this information when considering subsequent allegations of plagiarism

Penalties

The penalties for plagiarism can include any of the following depending upon the seriousness of the offence in the judgment of the plagiarism standing committee, including the following:

- A written warning and a failing grade on the assignment
- A failing grade in the course
- Suspension from FCCU until the end of the following semester
- Expulsion from FCCU with immediate effect

All reported instances of plagiarism will be investigated by the Committee on Academic Integrity, and will be entered in the plagiarism register maintained in the Office of the Vice Rector. Upon thorough investigation the committee can recommend any of the above penalties depending upon the seriousness of the proven act of plagiarism.

Speakers Policy

As an academic community FCCU is open to ideas from different points of view that stimulate

the environment of openness and intellectual freedom. The process of student societies to obtain approval for having a speaker on campus is as follows:

- The request to invite the speaker and the topic on which he/she will speak are presented to the Head of Student Activities by the student society wishing to invite the speaker
- At the discretion of the Head of Student Activities, the decision may be referred to the Speakers' Policy Committee which includes the Registrar, Chief Proctor and the Head of Center for Learning and Teaching
- Once approval is obtained, the venue must be booked with the Head of Student Activities who keeps the University Calendar
- Only recognized student organizations may extend invitations to the speaker
- If considered to be potentially controversial, the speakers must agree to come alone, accompanied only by their small personal staff and without media coverage

The audience will be limited to students, faculty and members of the FCCU academic community only. The speakers must be willing to answer questions from the audience, and the event organizers must make every possible effort to be sure that the audience includes people who have different points of view and will ask pointed questions. The complete Speakers Policy (including its application to faculty/staff) can be found in the University Policy Manual.

Campus Facilities

Residential Areas

Students are encouraged to use the University and to enjoy the grounds. 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

FCCU's large campus has a number of gardens surrounding the academic blocks. These are for 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.

Botanical Gardens

These are for the use of the female students and the members of the Biological Sciences Department only. Other use can be prearranged through the Biological Sciences Department.

Sports

Sport is an important physical activity that promotes and develops physical as well as moral aspects of personality. The University has a comprehensive program of sports. This program provides opportunities for students to take part in various sports during their free periods.

- The sports facilities available at FCCU are a standard (400m) grassy athletics track; a short course (25m) swimming pool; tennis, basketball and badminton courts; cricket, football, hockey and handball grounds; a table tennis hall; and a gymnasium
- Sports equipment is available from the Sports office throughout the day. Students will need to deposit their University ID card to borrow the equipment. Hostel students may borrow sports equipment for use on the weekend with the recommendation of their Warden/Assistant Warden in writing. They must borrow it on Friday from the Sports Office and return it on Monday
- Qualified coaches (athletics, basketball, cricket, football, hockey, swimming, tennis and volleyball) are available after University hours. Outstanding sportsmen/women get a chance to represent the University teams in the Lahore Board, Inter-Collegiate and All Pakistan Universities Competitions. Outstanding performers in Board Inter-Collegiate, Inter-Varsity and other recognized tournaments are eligible for the

award of Roll of Honor in Sports, Henry Lall Sports Medal, Scholar-Athlete award, Sheets Sports Medal, College Color and Certificate of Merit

- The University has regular clubs in the following sports: Athletics, Badminton, Basketball, Bodybuilding, Boxing, Cricket, Football, Hockey, Tennis, Squash, Swimming, Table Tennis, Volleyball, and Weightlifting
- Intramural competitions are arranged in most of the clubs. These competitions involve 14 teams including teams from the seven resident student hostels and seven teams for non-resident students from 1st year, 2nd year, Freshman, Sophomore, Junior, Senior and Postgraduates. The non-resident student teams are named after the Mughal Emperors: Babar House, Humayun House, Akbar House, Jehangir House, Shahjehan House, Aurangzeb House and Mughal House respectively. Women's teams and tournaments are organized through the Sports Department as well. Information on these teams is available in the Sports Office

Sports Grounds

- FCCU has areas in the grounds set aside for particular sports. Students must use the correct area for the various activities
- If students are using the wrong areas they will be asked to leave. Refusal to do so will result in disciplinary action
- Cricket must be played with a hard ball
- NO other type of ball may be used. Hard balls and other equipment may be signed out from the Sports Office
- Students are welcome to use the grounds for organized matches after University hours but these MUST be approved in advance by the Secretary of the Sports Association. University teams and intramurals will have priority
- During University hours, students are asked to be considerate of others who may be using the grounds.

Swimming Pool

- In case of loss or damage to the swimming pool infrastructure, gadgets or equipment, the cost of the material and labor charges shall be charged from the person responsible.
- Members may bring one guest with the permission of the Secretary Sports Association or the President of the Swimming Club. The guest will pay for swimming as per approved rates
- Card holders can enter the pool entirely at their own risk and responsibility. The University administration shall in no way, whatsoever, be responsible for injury or the loss of life, or property
- No one will be allowed to swim without the proper swimming costume
- Every swimmer/member must take a shower before entering into the pool

The following behaviors will constitute grounds for immediate suspension of membership:

- Pushing or shoving others into the pool
- Quarrelling and use of abusive language
- Molestation and teasing of other swimmers
- Violation of the swimming rules and instructions
- Misbehaving with pool staff/officials

The University swimming pool will open from March till October every year. Watch for notices for the exact date. The following timings will be observed:

Male students 09:00 am to 11:30 am

Female students only 12:00 am-02:00 pm

Male students 02:30 pm-04:00 pm

Team, single male staff and private members 04:00 pm-06:00 pm

Family time 06:00 pm-08:00 pm

Women's Sports

To promote women's sports activities in campus, a women's sports club has been established. All female students can be members of this club and will be able to participate in different

sports such as badminton, swimming, basketball, table tennis and athletics. They are able to represent FCCU at intervarsity and other competitions.

University Canteens

The cafeteria is located next to the Armacost Building. The cafeteria opens at 7:am and closes at 1000:00 pm. When classes are off, the cafeteria closes at 6. The cafeteria is for the use and enjoyment of all members of the campus community. Patrons are expected to be courteous of one another and of the staff and to maintain a clean environment.

No food should be left on the floors or tables. Anyone harassing students as they enter the cafeteria will be asked to leave and, if the behavior is repeated, may be barred from using this facility. In case of any complaint, please contact the Service Manager or Assistant to Service Manager at 042-35870261 or Ext. 343.

There is no smoking in the cafeteria. Anyone caught smoking will be charged a fine of Rs 5000.

Bookshop

There is a bookshop on campus located in the cafeteria. You can buy books, stationery, ball pens, ID pouches, ribbons and many other items. It remains opens from 8:00 am to 6:00 pm. In case of any complaint, please let the Service Manager know at 042-35870261 or Ext. 343.

Mercy Health Center

The Health Center is located next to the Armacost Science Building near the men's hostels. The Emergency First Responders will be located in this building as well as two full-time registered nurses and a full time doctor. Basic healthcare is provided free of cost to members of the campus community. Hours are posted on the website and at the entrance to the Health Center. Emergency healthcare for campus residents will be available 24 hours per day, seven days a week by calling the on call phone. The number is available on the FCCU website or from the Hostel wardens and assistant wardens.

Library

For information on library hours and services, visit www.library.fccollege.edu.pk. The Ewing Memorial Library (EML), one of the oldest and best college libraries in Pakistan, is now a state-of-the-art university library. Its three-storey building was built in 1943 and named after Dr Sir J C R Ewing, the second Principal of the College.

One of the best automated libraries in the country, it uses the most modern library technologies, including VIRTUA Library Automation System and 3M Security Control System. The EML has a sub domain as well as a blog. The EML also welcomes suggestions regarding improvement of the library collection and services.

Information Commons

An Information Commons with computers and research facilities is located in Room 125 of the Armacost Science Building. It features the latest technology in a relaxing environment. The Help Desk can help you find material for your research or provide basic training on computer software applications and hardware. Diner-style group study booths are available for discussion groups.

Online Resources

On-campus access is available to the high value and information-rich HEC Digital Library resources. This includes journals, databases, and eBooks from a wide range of disciplines, such as ebrary, Springer Link, Project Muse and Taylor and Francis Journals. The ebrary provides around 50,000 online ebooks in addition to more than 25,000 journals through the Digital Library Program.

JSTOR

In order to enhance its online collections the library has recently acquired access to JSTOR directly through the publisher and it is now accessible from any terminal in the campus facility. It provides access to over 2,300 eJournals on various subject areas.

Computer Labs

The computer laboratories at FCCU have been developed to help you with your coursework and to provide internet access to faculty and students on campus. The following standards and policies have been adopted to assure the use of the laboratories for all. These policies apply to all laboratories on campus; please refer to posted special instructions or policies in each individual lab. Computer labs are available for students in the Armacost Science Building.

The computer labs are for the exclusive use of students, faculty and administrative staff at FCCU. Laboratory managers, faculty and FCCU staff may request proof of University affiliation from anyone using the laboratories at any time.

Hours of operation and staffing:

- The computer laboratories will be open from 8:00 am to 9:00 pm, Monday through Friday and 9:00 am to 1:00 pm on Saturday. During Ramzan, the hours of operation will be from 8:00 am to 4:00 pm and then will reopen 45 minutes after Iftari until 9:00 pm
- Classes are scheduled in the computer labs at various times throughout the day, and special lectures, seminars and workshops may be scheduled from time to time. Scheduled activities will always take precedence over general use. The schedule for each lab will be posted at the door. Students should consult the schedules and plan their use of the labs accordingly
- The Computer Laboratory Manager is responsible for the enforcement of these policies and for supervising any laboratory attendants working in the laboratories

General policies for use of computer laboratories, applicable to all users

- No food, drink, chewing gum, or smoking is allowed in the laboratories
- Absolutely no copyrighted software may be copied or taken from the room
- Anyone using the computer laboratories must set their mobile phone settings to 'vibrate' and may not use their mobile phones while in the computer laboratories
- Anyone using the computer laboratories may not use the facilities for instant messaging or chatting online
- Absolutely no outside software may be copied onto the hard disk of any computer in the laboratories
- Equipment is offered on a 'first-come, first-served' basis. Please do not attempt to reserve or save a computer by leaving belongings, books or papers at a computer workstation. During periods of heavy demand for the computer laboratories, any one individual is limited to using the computer laboratory for two hours at any one time
- Absolutely no pornographic material may be viewed, downloaded or printed using FCCU computer laboratory equipment or facilities
- Saving documents on University computers: Students, faculty and staff will email any documents developed on computer laboratory computers to themselves for storage on their personal computers.
- Should an individual want to use a removable storage device, he/she will need to consult with the laboratory manager to do a virus scan and save any document to any removable device. FCCU Computer Science Department and IT Support Services hold no responsibility for personal files saved on the hard disks. The hard disks are cleaned off periodically
- Responsibility for damage: Should there be damage to any piece of hardware or furniture in the computer labs, the person responsible for the damage will reimburse the College for the replacement cost of securing a new piece of equipment or furniture
- Children of faculty or staff age 12 or older are only allowed in the laboratories when accompanied by their parent(s). Children under the age of 12 are not allowed in the laboratories
- All students desiring to use the labs must display their ID cards appropriately, and must be in dress code

Student Use

- Once assigned a login ID and password, students are responsible for maintaining the security of that login and password. Students must not share their usernames or passwords to log another person into a laboratory computer, even if that person is a

- trusted friend or family member. Any damage to University computers traced to a specific login will be the responsibility of the person to whom that login is assigned
- Students are not allowed to take their book bags to the computer laboratory workstations. The laboratory manager will indicate a space where students can store their book bags while working in the computer laboratories
 - Student violations of these policies will be handled in the following manner:
 - o First violation: Privileges will be suspended for two days and the student will be required to pay a fine of Rs 500 to reinstate privileges
 - o Second violation: Privileges will be suspended for a period to be determined by the Chair of the Department of Computer Science based on the seriousness of the offence and the potential harm caused to University computer resources

Proctorial Board

The Proctorial Board is charged with maintaining discipline on campus. After an initial meeting to discuss and assign duties and responsibilities, the Chief Proctor will meet monthly with the Prefects and bi monthly with the full Board. A final meeting will be held at the end of the year to evaluate the work done during the year. A report will be submitted to the Rector after this final meeting. The Proctorial Board will consist of:

- The Chief Proctor – a member of the faculty, responsible for the direction, control and monitoring of the overall activities of the Proctorial Board
- Proctors – between 15 to 20 faculty members, both junior and senior; For the purposes of student discipline, all faculty and staff members have the same authority as a proctor.
- Prefects – between 16 and 25 students from the senior classes are nominated by the Proctors. Prefects must be good students, well behaved, well groomed and must have a satisfactory academic record. The duties of the Prefects are the same as the Proctors except that they are done under the supervision of the Proctors and Chief Proctor. The Prefects have no final decision-making power. All disciplinary issues must be referred to a Proctor. A Prefect's primary duty is to provide observation and vigilance on campus.

The Proctors' responsibilities include:

- Monitoring discipline on campus
- Academic advising at a student's request
- Inculcation of the Core Values
- Monitoring discipline at campus events
- Escorting and hosting guests on campus
- Monitoring Prefects' activities
- Issuing identification cards
- Issuing parking stickers for motorcycles and cars
- Performing other duties as assigned by the Board at the beginning of the year

Fines

Fines are determined by Proctors and are based on the severity of the incident. They are decided on a case-by-case basis and counseling is the first option. In the case of damage to property, the fine will be used to cover the damages.

Grievances

Grievances related to Prefects will be referred to the Proctorial Board and to the Chief Proctor. Prefects will be removed from the assignment for favoritism, arrogance or dereliction of duties. Grievances concerning the Chief Proctor should be referred to the Chief Student Affairs Officer.

Disciplinary Action

- The first step in the disciplinary process is counseling. The Prefect or Proctor present will discuss the offence with the student
- For the second offence or for habitual offenders, the consequence will be determined by a Proctor according to the nature of the offence. If a Prefect is the person present at the time of the offence, the student will be referred to or escorted to a Proctor

- Possible consequences include further counseling, a warning, a fine, probation, or being dropped from the University rolls. The consequence is based on the frequency and severity of the behavior

Physical Violence

Students involved in fighting will be immediately suspended until their parents meet with the Chief Proctor; this suspension can be up to two years.

Student Societies

FCCU has over 30 societies that give students the opportunity to develop their skills of leadership, event management, fundraising and team building. The societies hold many kinds of events throughout the year and cover a wide range of interests: academic subjects, debates, dramatics, MUN, Rotaract Club, etc. An annual Societies Fair is held in the first month of the Fall semester where students are welcome to join the societies which interest them.

Copyright Policy

FCCU follows international guidelines on copyright. Intellectual property (for example, books) is protected by copyright for the life of the author plus 70 years. Under 'fair use rules', materials may be photocopied if the section is short, not going to be sold, and the copying will not reduce the author's/publisher's sales income.

Copying of an entire book (whether all at one time or in parts), infringes copyright laws even if the photocopied material is not sold. Use of any part of an author's work in an assignment or exam must give credit to the author by using correct reference techniques.

Parking Lot

All vehicles are subject to search before entering the parking lot.

The University will not be responsible for items left in vehicles so please take all valuables with you. Students should not remain in their cars once they have been parked. No dark windows will be allowed. Window shades can be used but students should not be in the car after they have been placed in the windows.

Vehicles should not be left in the parking lots after 5:00 pm unless students are attending a University-approved event on campus or in the case of faculty or staff living in hostels. No alcohol, drugs, weapons or any other item banned from campus may be kept in vehicles. The parking lot is a part of the campus and any items found in the vehicle will be treated as having been found on the person.



FORMAN CHRISTIAN COLLEGE
(A CHARTERED UNIVERSITY)

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