

## FORMAN EXPERIENCE FACULTY ORIENTATION KEY CONCEPTS

Note: This document is prepared in the light of 2022-2023 catalog and minutes of the AC meetings. For updates we need to see the catalog 2023-2024 (awaited).

Liberal arts education aims to holistic development of the learners. It is to provide broad based learning experience along with specialization(s). Learners have choices. Student Centered Approach to provide them Significant Learning Experience. Higher Order Thinking Skills. Respect for Diversity. Enabling students to become self-directed learners/e-Advising- compatibility with the needs of 21<sup>st</sup> century.

**CREDIT HOUR:** One hour in class per week equals to one credit hour. Two hours in Lab = one credit hour.

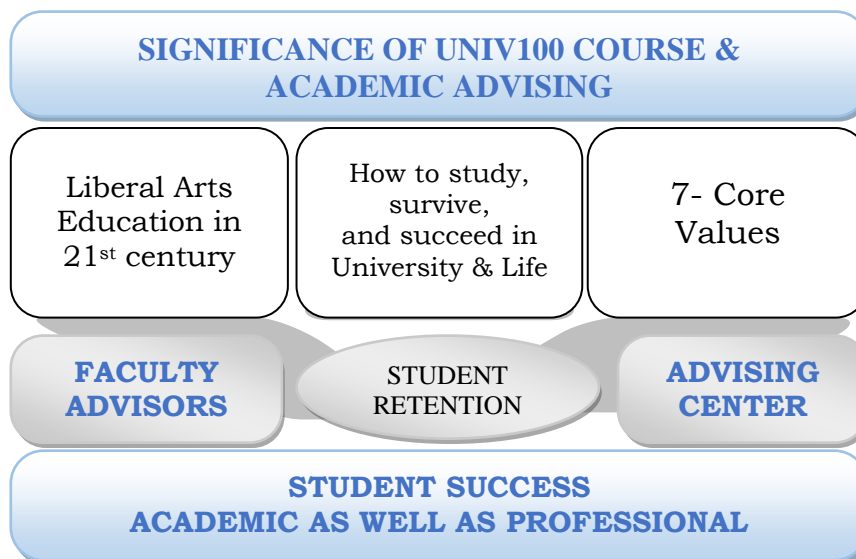
1. The following wording will appear in the UG and PG Catalogs, effective 2023-2024:

One credit is defined as one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week of the semester. A credit hour means teaching a theory course for 50 minutes each week throughout the semester. At least an equivalent amount of work is required for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. Thus, one credit hour in laboratory or practical work / project requires lab contact of a minimum of two hours per week throughout the semester and one hour per week of out-of-class work, for a total of three hours.

**SEMESTER:** A semester is equal to 15 weeks. There will be two semesters in a year. Summer and winter semester are optional to take but important to complete your respective degree on time. Fall & Spring classes meet either Tues/Thurs or Mon/Wed/Fri. Summer and Winter classes meet daily.

**DEGREE REQUIREMENTS:**

- 124 credits
- Complete all General Education requirements
- 12 upper level courses (300 to 400 level courses)
- Complete all requirements for a major
- Cumulative Grade Point Average of 2.0 or above.

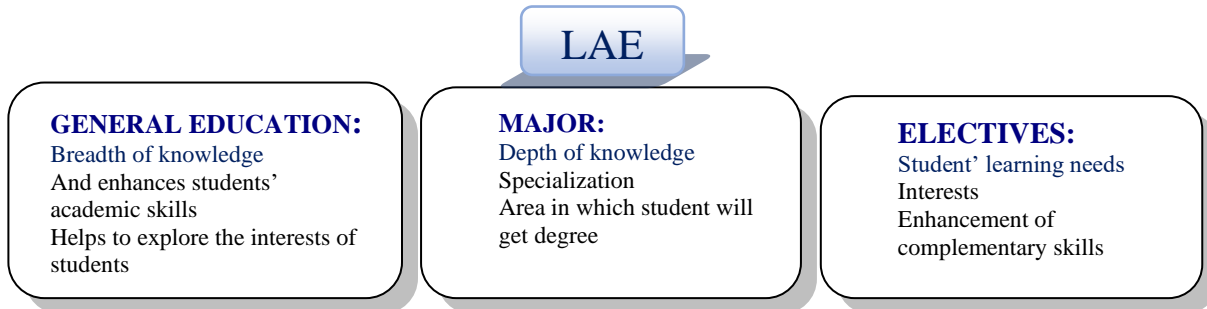


**IMPORTANT TERMS TO KNOW:** (details are given in Student’s Handbook as well as in the Catalog 2021-2022)

- Prerequisite: A course required to be taken before taking another course.



- Academic Probation: The students receives warning if their CGPA falls below the acceptable level of academic progress. This is 1.50 for students with less than 36 credit hours, 1.75 for students with 36 to 64 credit hours, and 2.0 for students with 65 or more credit hours.
- Real/Course Registration
- Add/Drop withdrawals
- Grading System
- **Transfer Credits and A Level-based Credits.**
- Course Load Policies
- Freshman, Sophomores, Juniors, Seniors and Vice Rector’s list etc.



Humanities 2+4= 6 courses	Social & Behavioral Sciences 3 courses	Science & Mathematics 5 courses
1 course ISLM101/CRST152 2 courses from any other Humanities department: English, Philosophy, Urdu, Religious Studies, Art, Drama, Foreign Language. 3 courses in Written and Oral communications: WRCM101, WRCM102, URDU 101	1 course PKST101 2 courses (at least one not in Pakistan Studies) from any of the following departments: Economics, Business, Education, Geography, Psychology, Political Science, Sociology, Anthropology.	a. Must include at least two 4 credit lab science courses: BIO,CHM,PHY, ENVR b. Must include at least one Mathematics Course. c. Must include at least one course in computer science d. One other course in either science, Math, Statistics, Logic (PHIL 221) or Computer science.
UNIV100 (Foundation of University Edu.)	In total 15 courses. All course must of 3 credits or above...	

**EXEMPTIONS AND CREDITS:**

**COMPLETE URDU EXEMPTION:**

Exemption URDU 101 is granted by the Vice Rector for the following types of academic backgrounds.

- Pakistani students who graduated from American or other foreign High School Systems, either in Pakistan or in a foreign country.
- Foreign students who graduated from a High School System outside of Pakistan.
- Students who studied Urdu as a second language/ Easy Urdu in O level.

An exception of URDU 101 requires substitution of another course in Humanities. It is the student’s responsibility to have this course properly substituted by the Academic Office

**FEAT-Based Exemption**

MATH 100 and Mathematics Competency:

Students who achieve a score of 75 or higher on a score range of 20-120, or 263 or higher on a score range of 200-300 on the Forman Entrance Admissions Test (FEAT) have met the Mathematics Competency requirement and are exempt from studying Math 100.

Exemption of Math 100 through FEAT requires that any course with a MATH prefix from the Science and Mathematics category course be studied to replace this general education requirement.

**Transfer-based Exemption**

UNIV 100

Students who transfer into FCCU with 60 or more credits are exempt from studying UNIV

100. This is given at the time of transfer and admission and is not credit based. The required credits must be earned through study of an additional course in the humanities category.



**Exemption Requiring Substitution**

Exemptions made in the above manner require course substitution by appropriately replacing the exempted course for degree audit purposes. Replacement must be done in consultation with the academic advisor and notified to the Academic Office after grading in the replacement course appears on the transcript.

**A LEVEL-BASED CREDIT**

Students admitted with an A Level or an International Baccalaureate (IB) background can receive credit for the following list of courses provided they obtained a grade of ‘C’ or higher on the International Baccalaureate (IB) or A Level exam. A Level subsidiary results (AS) do not qualify for receipt of credit in this manner. This is subject to provision of the IBCC (Inter Board Committee of Chairman) equivalence certificate.

If students have not yet received their official A Level results, they are requested to refrain from registering the equivalent course during their first semester at FCCU. They should seek the help of their advisor in choosing an alternative and suitable general education course.

A Level Exam	Forman Equivalent Course Credit	A Level Exam	Forman Equivalent Course Credit
Biological Science	BIOL 105	Pure Mathematics 3	MATH 102
Chemistry	CHEM 100	Physics	PHYS 100
Computer Science	CSCS 100	Psychology	PSYC 100
Economics	ECON 100	Islamic Studies	ISLM 101
Geography	GEOG 101	Christian Studies	CRST 152
History	HIST 102	Sociology	SOCL 100
Pure Mathematics 1 or 2	MATH 101	Urdu	URDU 103

**Transfer Credit**

Credit is earned by migration or transfer from another degree-granting institution recognized by the Higher Education Commission or accredited in the USA or UK, up to a limit of 64 credit hours. A student transferring to FCCU from another institution should request a transcript of work done in the other institution to be sent to the Admissions Office. When the transcript has been evaluated by Academic Services Office, the applicant is notified of the credit acceptance by the Admissions Office.

Course Credit that is acceptable for transfer:

1. An official request for transfer of credits takes place through:
  - a. The Admissions Office prior to a new admission
  - b. The Academic Services office for students going on approved student exchange programs during their course of study at FCCU
2. An official transcript is required for all transfer credits to be published on the FCCU transcript
3. The transfer courses must come from an accredited institution
4. The courses must be appropriate for FCCU’s Degree Requirements.
5. The grade for each course at the undergraduate level must be a “C” or better to be accepted by FCCU.
6. Applicants having less than 2.0 CGPA need to wait for their case to be approved after evaluation.
7. The Chairperson of an individual department determines how transfer credits count toward the fulfilment of FCCU’s Major Degree requirements
8. Transfer of General Education requirements is determined by the Academic Office

Course Credit that is unacceptable for transfer:

Transfer of credit based on the following is unacceptable:

1. Applicants that have previously withdrawn officially from FCCU.
2. Applicants that have been previously released for academic, or disciplinary measures, including dismissals based on Academic Probation.
3. Unapproved study at another institution while an active student at FCCU.
4. Unapproved simultaneous enrolment at two institutions (one being FCCU) in the same semester
5. Distance learning programs that have not been properly approved prior to beginning.
6. Transfer credit request based on unofficial or photocopied transcripts
7. Transfer credit request based on private conventional BA/BS or equivalent qualification while a regular student at FCCU.
8. Courses studied at non-accredited institutions. (page. 33)



## Grade Change Policy

If an instructor of a student determines that a grade was issued incorrectly because of a clerical or procedural error (a calculation error or one in transcribing the grade), it can be corrected by submitting a grade change form to the Academic office or by submitting a grade change request remotely via EMPOWER login.

The manual procedure is as follows:

1. An original grade change form must be picked up from the Academic Services Office by the Instructor of the course for which the change is being made.
  - a) Forms will not be given to the student requesting the grade change or department administrative staff.
  - b) Grade Change forms must not be stored in excess by instructors/departments.
2. The grade change form must be filled completely:
  - a) The reason for the change must be stated clearly.
  - b) The form must be signed and dated by the instructor.
  - c) If the instructor is no longer on faculty, the grade change form can be processed by the department Chairperson with approval from the respective Dean of Faculty.
3. All grade changes carry a time limit.
- d) Incompletes in courses and any other grade changes due to typing errors or miscalculations will continue to be accepted by the Academic Services Office up to 8 weeks of the following regular semester.
- e) An Incomplete in Internship can remain unchanged for one semester.
- f) Research should be awarded an "I" Incomplete in the semester registered and changed within one year for Baccalaureate.
- g) Research should be awarded an "I" in the semester registered and changed within one Academic year for Baccalaureate.
- h) A late grade change form can be submitted to the Academic Office after approval of the Dean of Faculty, but final approval will be granted by the Vice Rector.

The grade change form must be submitted in person by the instructor within the stated time frame. Only original forms will be accepted for grade change. Photocopied grade change forms will not be approved.

## Grade of 'I' (Incomplete)

1. A grade of "I" (Incomplete) indicates that, although a substantial proportion of the course requirements have been met, the student has not completed all course requirements by the end of the term.
2. In the judgment of the instructor the student:
  - a) Has been in good standing.
  - b) Is facing an emergency beyond his/her control.
3. A student must submit the work required within six (6) weeks of the following semester. If the work is not completed the grade of incomplete is automatically changed to an F.
4. An Incomplete should never be given to a student who has performed poorly during the entire semester and wants extra time to improve the grade.
5. An Incomplete in Internship can remain unchanged for one semester
6. Research should be awarded an "I" in the semester registered and changed within one Academic year for Baccalaureate.

## Retaking a Course

- The first is where a student has received a letter grade of D or F in a course. In this situation he/she is allowed to retake that course. The second earned grade will count and be factored into the CGPA.
- If a student is found to have repeated a course to earn a better grade outside of the first instance stated above, the second course will be withdrawn with 'AW' appearing on the transcript.
- If repeating a course with a D grade has caused double credits to appear on a transcript, the student must apprise the

Academic Services Office of this anomaly and get it corrected immediately to avoid untoward circumstances delaying graduation.

- Withdrawal Policies

## Course Withdrawal (Online form)

- Students are allowed to withdraw from a course until the end of the tenth week of the regular semester. Students who withdraw from a course by the withdrawal deadline will receive a grade of "W" by the instructor.
- If a student does not officially drop a course or withdraws from a course after the deadline, he/she will receive a grade earned or F or NS.



- 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 will be granted to withdraw after the withdrawal deadline. In extenuating circumstances "W" will be awarded by the Vice Rector's office.
- Withdrawal from a course or courses does not affect a student's fee status. Students must pay fees for withdrawn courses.
- Temporary Withdrawal/Leave of Absence (Discontinuing for one semester or year)
- A Temporary Withdrawal means the student has decided to discontinue one semester or one year of studies.
- Students who need to withdraw should initiate the process by meeting first with their Academic Advisor, then the Academic Advising Centre. They should complete the withdrawal form and providing appropriate documentation to support their request to withdraw. The AAC staff will forward the form along with recommendation to the VRO.
- Students who are recipients of financial aid must consult the Office of Financial Aid to confirm what impact their withdrawal will have on their financial aid eligibility.
- The Vice Rector Office will forward the withdrawal form along with documents to the Academic Services Office as soon as the decision to withdraw has been made.

### 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:

1. The University Withdrawal Clearance form must be downloaded from the website.
2. It is the student's responsibility to obtain clearance from the Library, Computer Lab, Chief Proctor, Accounts Office and Science Laboratories.
3. The university ID card must be returned to the Accounts Office.
4. On receiving the approved form with all clearances, the Academic Services Office will issue a Letter of Release.
5. The student must submit a copy of the Letter of Release to the Accounts office to collect his/her security deposit.
6. 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. (pages 37-39)

### Advising:

Each student will be assigned to a faculty member who will serve as his/her Advisor. The Advisor will work with the student to select courses and class schedule, and they will discuss career planning and personal growth. Once the student selects a major program of study, the advising will be done by a faculty member from that department. It is each student's responsibility to meet with his or her Advisor at least once each semester to review their academic progress. Students will have as much guidance as they need and as much freedom as they can responsibly handle.

Students on Academic Probation must meet the Advisor as per the probation requirements. Students must contact the Head of Advising if an Advisor is unavailable for an extended period. (page 43)

Link for the Catalog 2022-2023 is given below as Catalog 2023-2024 is awaited.

<https://www.fccollege.edu.pk/wp-content/uploads/BACCA-CATALOG-22-ED.pdf>

Link will be shared with Faculty Advisors as soon as catalog 2023-2024 will be uploaded.

**Note:** New Admissions (Fall 2023) are required to follow 2023-2024 catalog.

**Advisors are the persons who could make student life easier at FCC and help them in understanding the Semester System and Degree requirements.**

Therefore, it is requested to please contact your Advisees before course(s) registration in each semester and discuss their Academic Plans so that they may be able to choose the appropriate course(s) and complete their respective Degree on time.

- Read and follow the checklist for Effective Freshmen Advising.

Feel free to contact me if you have any questions or queries.

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