



DHA SUFFA UNIVERSITY

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

Reinstatement Form – Absenting Student

Part – A: To Be Filled by the Student

Name:	Batch/Class:
Academic Program:	Registration No.
Semester & Date of discontinuation:	Cell No.
I solemnly affirm that I want to continue my studies at DSU and will clear all dues/reinstatement fee. Moreover, I also declare that I will abide by the rules/policies and regulations of the University which come into force during my studies at DSU and will not absent myself in future.	
Student Signature:	Date:

Part – B: To be Filled by the Department Concerned

Recommendation of HOD: After scrutinizing his/her academic record, it is recommended that his/her registration/admission status may be restored as indicted below:
Admission to be cancelled <input type="checkbox"/>
Admission to be Reinstated from _____ Semester <input type="checkbox"/>
Note: (Please tick in appropriate block).
Signature of HOD: _____ Date: _____ Office Stamp: _____

Approved / Not Approved

Signature of Dean: _____ Date: _____ Office Stamp: _____
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Part – C - For Accounts Office Use Only

(To be processed/completed only after completion of Parts A & B)

Fee/Dues Outstanding so far		Dues to be charged for Reinstatement of Admission
Type	Amount	
	Rs.	Reinstatement Fee: _____
	Rs.	Outstanding Dues: _____
	Rs.	Total: _____
	Rs.	Signature: _____
	Rs.	Name: _____
	Rs.	Date: _____
Total	Rs.	(Accounts Officer)

Note:

- Accounts Office is to issue fee voucher for the total outstanding dues, required to be charged for reinstatement of admission and forward the same alongwith this from to the Registration Department.
- Registration Department is to handover attached voucher to the student for payment of dues and retain this Form for office record.
- On reinstatement of Admission student is to be issued formal letter for the same by Registrar Office. Student is then to take necessary action for course enrollment and restoration of LMS Login ID etc.

For Registration Department use: Certified that student has cleared all outstanding dues. Student Admission has been reinstated w.e.f _____ Semester and letter has been issued accordingly with copy to all concerned and student personal file.

Assistant Registrar (Acad.)'s Signature: _____ Deputy Registrar's Signature: _____

Note: Please see relevant rules overleaf.

PROPOSED REVISED RULES FOR ABSCONDING STUDENTS
CLASS ATTENDANCE POLICY

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

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

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

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

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

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

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

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