



Guidelines for Granting a Grace Chance

Bhiksu University of Sri Lanka

Introduction

The *Grace Chance* policy is designed to provide fair academic opportunities for students who, despite their genuine efforts, have been unable to pass a subject (paper) within the permitted attempts. This policy ensures that students can complete their degree within a reasonable timeframe, while also upholding the academic integrity and quality standards of the University.

1. Eligibility for Grace Chance

- **General Eligibility**
 - Students who have lapsed both the proper attempt and two repeat attempts for a given subject (paper) may apply for a grace chance.
- **Time Limitation**
 - A student becomes ineligible to request a grace chance if more than seven (07) and six (06) years have passed in the degrees of SLQF 06 and SLQF 05, respectively, since his initial registration as an undergraduate.

2. Number of Credits Permitted

- The total credits obtained through grace chances shall not exceed twenty percent (20%) of the overall degree programme credit requirement.
- Grace chances do not apply to:
 - Research components
 - Internship training programmes
 - Non-GPA courses

3. Number of Grace Chances per Subject

- A grace chance may be granted only **once** for a particular subject (paper).

4. Conditions for Requesting a Grace Chance

- Students must complete **four-fifths (80%) of the total credits of a semester** with at least a “C” grade to apply for a grace chance in that semester.
- Additionally, students with a **Final GPA (FGPA) below 2.00** may apply to upgrade course units with grades below “C.” Such cases require approval by the Senate upon recommendation of the Faculty Grace Chance Committee.

5. Procedure for Submitting a Request

- Students must submit a duly completed **Grace Chance Request Form (Annex 01)** to the Deputy Registrar (DR)/Senior Assistant Registrar (SAR)/Assistant Registrar (AR) of Student Services.
- The application must be submitted **two (02) months before the commencement of the semester** in which the examination for the subject (paper) will be held.

6. Composition of the Grace Chance Committee

- Each Faculty should have its own grace chance committee
- A **five-member Faculty Grace Chance Committee** shall evaluate student requests.
- Composition:
 - Two Heads of Departments (HoDs), one HoD shall serve as the Chairperson
 - Two academic staff members appointed by the Faculty Board
 - The DR/SAR/AR of Student Services (Convenor)
- Academic staff appointments are renewed annually.

7. Committee Meetings

- The Grace Chance Committee convenes in **one (01) month before the commencement of the semester** to evaluate applications and forward recommendations through the Dean of the Faculty to the Senate.

8. Final Approval

- Final approval for the Grace chance requests to be granted by the **University Senate**.

The Bhiksu University of Sri Lanka

Grace Chance Application Form

01. i. Registration No :

ii. Date of Registration :

02. Index No :

03. Name of the Candidate :

04. Address for Communication :

05. Contact Phone/ Mobile No :

06. Faculty :

07. a. Total No. of Credits in the Degree Programme :

08. b. No. of Credits for: i. Internship :

ii. Research :

c. No. of Credits for the total Courses: (a – b) = :

d. Details of the subject request for a grace chance

Incomplete Subjects	1 st Attempt		2 nd Attempt		3 rd Attempt		Assigned No. of credits for the subject
	Year	Semester	Year	Semester	Year	Semester	

e. Total No. of incomplete Credits (e/c*100):

f. Credit percentage for the incomplete subjects:

I hereby declare that,

1. The information furnished in this application is true, correct, and complete.
2. I am appearing for all failed subjects.
3. I am fully aware that this is a special grace chance for the examination to candidates.(Those who have exhausted their legitimate chances to complete the degree in the final attempts)
4. I will Not claim any more chances for writing the examination in this semester.

.....
Signature of the Student

.....
Date

For Office Use Only

01. Checked by Subject Clerk of the Student Services

.....
Signature of the Subject Clerk

.....
Date

02. Certified by DR/SAR/AR of the Student Services

.....
Signature of the DR/SAR/AR of the Student Services

.....
Date

03. Recommended/ Not recommended

.....
Chairperson of the Committee

.....
Date

04. Recommended/ Not recommended

.....
Signature of the Dean

.....
Date

Senate Approved Date :

Senate Approved Number :