

Rules and Regulations of Undergraduate Study and Examinations and its Implementation Rules

Article 1 : Definitions	
<u>The academic Year:</u>	Two regular semesters and a summer session, if any.
<u>The academic Semester:</u>	A period of no less than fifteen (15) weeks of teaching, not including the registration and the final examination periods.
<u>The Summer Session:</u>	A period not exceeding eight (8) weeks of teaching, not including the registration and the final examination periods. The duration of each course in a summer session is twice the duration of the same course during the regular academic semester.
<u>The academic Level:</u>	The level of study according to the program academic plan.
<u>The Study plan:</u>	Is a number of mandatory, elective and optional courses, which constitute the total number of units, required for graduation in a program.
<u>The Course:</u>	A subject within a certain academic level of the approved study plan of the program. Each course has a unique number, code, title, and a detailed description of its contents. The concerned department keep a course portfolio for follow up, evaluation and improvement. Some courses may have prerequisite or simultaneous requirement(s).
<u>Credit Hour:</u>	Each weekly theoretical lecture, lasting not less than (50) minutes. or a clinical session, lasting not less (50) minutes. or a practical session or field study lasting not less than (100) minutes duration.
<u>Academic Probation:</u>	A warning that the student's performance falls below "good academic standing" measured by GPA (grade point average) determined by the institution's regulations.
<u>Semester Work Score:</u>	The score given for the student achievement during the semester including his/her performance in examinations, research, and other activities related to the particular course.

<u>Final Examination:</u>	An exam held at the end of the semester in a particular course.
<u>Final Examination Score:</u>	The score attained by a student in the final exam in every course.
<u>Final Score:</u>	The sum total of the semester work score, plus the final examination score for each course calculated out of a total grade of 100.
<u>Course Grade:</u>	The percentage description or the alphabetical letter assigned to the final score attained by a student, which indicates the final grade achieved in a course.
<u>Incomplete Grade:</u>	The temporary grade given whenever the student fails to complete the requirement of a course during the assigned period. And is given the grade code (IC).
<u>In-progress Grade:</u>	The temporary grade given whenever a course require more than one semester to be completed. And is given the grade code (IP).
<u>Semester GPA:</u>	The semester grade point average; equals the sum of the attained points by the student for all courses in a semester divided by the sum of the credit hours assigned for all those courses. The attained points are calculated by multiplying the credit hours by the grade point of each course.
<u>Cumulative GPA:</u>	The cumulative grade point average is calculated by dividing the accumulative points attained by the student in all courses since enrollment at the university divided by the total number of credit hours assigned for all these courses.
<u>Graduation Ranking:</u>	The description of the general scholastic achievement attained through out the study at the university.
<u>Scholastic load:</u>	The total number of credit hours that can be registered by the student in a semester. The highest and lowest scholastic load is defined by the implementation rules and regulations of the university.

Admission of Prospective Students

Article 2:	The University Council based on the recommendations presented by the College Councils and the relevant authorities in the University determines the number of students to be admitted for the upcoming academic year.
Article 3:	<p>Student must satisfy the following requirements to be admitted to the University:</p> <ul style="list-style-type: none"> A. Student should have a secondary school certificate or an equivalent certificate from inside, or outside the kingdom. B. The students' secondary school certificate or its equivalent should have been obtained in a period not more than five years. However, the University Council may waive this condition. C. Student should have a certificate of good conduct. D. Student should successfully pass any admission exams or interviews decided by the University Council. E. Student must be medically fit. F. Student (if employed in a governmental or private institution) must obtain an approval to study at the university. G. Student must complete any other requirements specified by the University Council at the time of application.
Article 4:	Selection from among applicants, who satisfy all the admission requirements, is based on their grades in the secondary school examinations, and on the results of interviews and admission exams, if present.

Study System

Article 5:	<ul style="list-style-type: none"> A. The university student is promoted academically from one level to the next according to the implementation rules approved by the University Council. B. The study plan is designed to have not less than eight semesters for the undergraduate studies.
Article 6:	Studying in some of the university colleges may follow the annual system, according to the rules and procedures approved by the University Council. And the annual academic year comprises two levels.

Academic Level System

Article 7:	The academic level system is a system where the academic year is divided into two major semesters with the possibility of one summer semester which is calculated as half the period of the major semester. The graduation requirements are distributed across different levels, according to the curriculum map approved by the University Council.
Article 8:	The University Council establishes the rules of registration, deletion, and addition of courses within the levels of approved cubiculum to ensure the enrollment of students for the minimum study load.

Attendance and Withdrawal

Article 9:	Students are required to attend lectures and practical sessions. If attendance is less than the limit determined by the University Council - 75% - of the lectures and practical sessions assigned for each course, the student will be barred from continuing the course and will be denied entrance to the respective final exams. A student who is denied entrance to the final exams due to absences is considered to have failed that course and is given the grade DN in the course.
Article 10:	The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and permits entrance of the final exam, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and practical sessions specified for the course.
Article 11:	Student who is absent from a final exam, will be given a zero grade in that exam. And the grade of the course will be calculated based on the class work score obtained over the semester.
Article 12:	If a student fails to attend the final exam in any course of the semester for a compelling excuse, the College Council may accept that excuse and allow the student to take a make-up exam. The make-up exam must be taken within a period that does not exceed the end of the following semester, and the course grade will be calculated after the make-up exam.
Article 13:	<p>A. Student may withdraw from the study University for a semester, without being considered as having failed the courses, if the student presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a W grade to the student. This semester will be included in the period required for completion of the program degree.</p> <p>B. A student may withdraw from a course or more within a semester according to the implementation rules approved by the University Council.</p>

Postponement and Interruption of Studies

Article 14:	A student may postpone study for reasons determined acceptable by the College Council. The postponement duration should not exceed two consecutive regular semesters or three nonconsecutive regular semesters as maximum during study at the University; otherwise, the student will be dismissed from the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for graduation.
Article 15:	If a regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. For the affiliated student, absence in all final exams for that semester without an acceptable excuse will be dismissed from the University.
Article 16:	A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

Re-Enrollment

Article 17:	<p>A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:</p> <p>A. Student must apply for re-enrollment within four regular semesters from the date of dismissal.</p> <p>B. The College Council and the authorities concerned must approve the re-enrollment.</p> <p>C. Four or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.</p> <p>D. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.</p> <p>E. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.</p>
Article 18:	A student who has been dismissed from the University for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

Graduation

Article 19:	<ol style="list-style-type: none"> 1. Student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass. 2. If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.
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Dismissal From The University

Article 20:	<p>A student will be dismissed from the University in either of the following situations:</p> <ol style="list-style-type: none"> 1. The student receives a maximum of three consecutive academic probationations for having a cumulative GPA lower than 2055 out of 1055, or 5.55 out of 0055. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available. 2. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation. 3. The University Council may make an exception and give students falls under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.
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Study by Affiliation

Article 21:	<p>Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and specializations that allow this option. The University Council sets the rules and procedures for affiliation according to the following regulations:</p> <ol style="list-style-type: none"> 1. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student. 2. The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance. 3. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students. 4. The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.
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Final Examinations

Article 22:	Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 35 percent of the final course grade.
Article 23:	The class work score is evaluated in one of the following ways: a. At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities. b. At least two written examinations.
Article 24:	Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.
Article 25:	Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an IC grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the IC grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an F grade and will be included in the calculation of the semester and cumulative GPAs.
Article 26:	Courses that involve symposia and/or research or courses of a practical or fieldwork nature may be excluded from part or all of the rules in Articles 22, 23, and 20, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses.
Article 27:	If courses of a research nature require more than one semester to complete, the grade of IP is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student's record for this course.

<p>Article 28:</p>	<p>The grades attained by students are calculated as follows:</p> <table border="1" data-bbox="445 479 1374 931"> <thead> <tr> <th>Mark</th> <th>Grade</th> <th>Weight of 5</th> </tr> </thead> <tbody> <tr> <td>95 – 100</td> <td>A+</td> <td>5</td> </tr> <tr> <td>90 – 94</td> <td>A</td> <td>4.75</td> </tr> <tr> <td>85 – 89</td> <td>B+</td> <td>4.50</td> </tr> <tr> <td>80 – 84</td> <td>B</td> <td>4</td> </tr> <tr> <td>75 - 79</td> <td>C+</td> <td>3.5</td> </tr> <tr> <td>70 – 74</td> <td>C</td> <td>3</td> </tr> <tr> <td>65 – 69</td> <td>D+</td> <td>2.5</td> </tr> <tr> <td>60 – 64</td> <td>D</td> <td>2</td> </tr> <tr> <td>Less than 60</td> <td>F</td> <td>1</td> </tr> </tbody> </table>	Mark	Grade	Weight of 5	95 – 100	A+	5	90 – 94	A	4.75	85 – 89	B+	4.50	80 – 84	B	4	75 - 79	C+	3.5	70 – 74	C	3	65 – 69	D+	2.5	60 – 64	D	2	Less than 60	F	1
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65 – 69	D+	2.5																													
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Less than 60	F	1																													
<p>Article 29:</p>	<p>The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:</p> <table border="1" data-bbox="381 1115 1434 1413"> <tbody> <tr> <td>1. Excellent</td> <td>If the cumulative GPA is no less than 4.5 out of 5.</td> </tr> <tr> <td>2. Very good</td> <td>If the cumulative GPA is 3.75 or higher but less than 4.5 (out of 5).</td> </tr> <tr> <td>3. Good</td> <td>If the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5).</td> </tr> <tr> <td>4. Pass</td> <td>If the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5).</td> </tr> </tbody> </table>	1. Excellent	If the cumulative GPA is no less than 4.5 out of 5.	2. Very good	If the cumulative GPA is 3.75 or higher but less than 4.5 (out of 5).	3. Good	If the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5).	4. Pass	If the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5).																						
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<p>Article 30:</p>	<p>First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5) at the time of his/her graduation.</p> <p>Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5) at the time of his/her graduation.</p> <p>The student who is eligible for FIRST or SECOND honors also must meet the following criteria:</p> <p>A. Student must not have failed any course completed at the University or any other university.</p> <p>B. Student must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.</p> <p>C. Student must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.</p>																														

Final Examination Procedures

Article 31:	The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.
Article 32:	The College Council may apply the principle of strict confidentiality in the final examinations procedures.
Article 33:	The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.
Article 34:	The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.
Article 35:	The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. He/She then signs his/her name on the sheet and also has it signed by the department chairperson.
Article 36:	No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.
Article 37:	No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.
Article 38	Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.
Article 39:	The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.
Article 40:	Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.
Article 41:	The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 35–05

Transfer

Transfer from One University to Another

Article 42:	The transfer of a student from outside the University may be accepted under the following conditions: a. The student should have studied at a recognized college or university. b. The student must not have been dismissed from that university for disciplinary reasons. c. The student must satisfy the transfer conditions, as determined by the University Council.
Article 43:	The College Council evaluates the courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.
Article 44:	If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University
Article 45:	The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer.

Transfer from One College to Another within the University

Article 46:	A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.
Article 47:	All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

Transfer from One Major to Another within the College

Article 48:	A student may transfer from one major to another within a college, in accordance with the rules established by the University Council.
Article 49:	All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

Visiting Students

<p>Article 51:</p>	<p>A “visiting student” is a student who studies courses at another university or in any Branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:</p> <p>A. The student must obtain the approval of his/her college before he/she begins his/her studies.</p> <p>B. Student studies should be at a recognized college or university.</p> <p>C. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.</p> <p>D. If the visiting student is studying in one of the branches of the University to which he/she belongs, the rules under Article 05 apply.</p> <p>E. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.</p> <p>F. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.</p> <p>G. Any other conditions required by the University Council should be satisfied.</p>
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General Rules

<p>Article 51:</p>	<p>These regulations supersede all preceding rules and regulations established for study and examinations at the undergraduate level.</p>
<p>Article 52:</p>	<p>The University Council may establish rules of implementation that will not contradict these regulations.</p>
<p>Article 53:</p>	<p>The Higher Education Council is entitled to interpret these regulations as it sees fit.</p>

Appendix

Academic Records and Grade Codes Academic Record:

The academic record is a statement that explains the student's academic progress. It includes the courses studied in each semester, course numbers and codes, number of credit hours, the grades earned, and the codes and points assigned to these grades. The record also shows the semester and cumulative GPAs and the student's general academic status, in addition to the courses from which a transferred student is exempt.

Grades	Points	Marks	Code
Exceptional	5	95 - 100	A+
Excellent	4.75	90-94	A
Superior	4.5	85 - 89	B+
Very Good	4	80 - 84	B
Above Average	3.5	75 - 79	C+
Good	3	70 - 74	C
High Pass	2.5	65 - 69	D+
Pass	2	60 - 64	D
Fail	1	< 60	F
In-Progress	-	-	IP
In-Complete	-	-	IC
Denial	1	-	DN
No grade-Pass	-	60 or more	NP
No grade-Fail	-	< 60	NF
Withdraw	-	-	W

