

## **A list of study and exams**

### **Article One: Definitions**

#### **Academic year:**

Two main semesters and a summer semester, if any.

#### **Semester:**

A period of no less than fifteen weeks, where courses would be thought through out. Period of registration and the final exams are not included.

#### **Summer semester:**

Period of not more than eight weeks, at which the duration of every course would be doubled. Period of registration and the final exams are not included.

#### **Study level:**

Is the indicative of the educational stage, where eight levels or more are required for graduation, according to the approved study plans.

#### **Course:**

A study subject tracks a specified level in the approved study plan in each course (program). Each course has a number, code, name and detailed description that distinguish, from other courses, it in term of content and level, and a special file maintained by the Department for the purpose of monitoring, evaluation and development. It may happen that some courses need prerequisites or co-requisites.

#### **Study Unit:**

the weekly theoretical lecture for a minimum of 50 minutes, or clinical lesson of not less than 50 minutes, or practical or field lesson which is not less than hundred minutes.

#### **Academic Warning:**

A notification to the student due to lower cumulative average less than the minimum average as described in these regulations.

**Semester works' Degree:**

The granted degree of student's work, which shows his achievement during the semester of exams, researches and educational activities related to the course.

**The final exam:**

A test in the course held once at the end of the semester.

**The degree of the final exam:**

The degree which a student receives in each course in the course's final exam of the semester.

**Final grade:**

The sum of degrees of student's works plus the degree of the final exam for each course, calculated from hundred.

**Grade:**

Description of the percentage or alphabetical code for the final degree obtained in any course.

**Incomplete Grade:**

A temporary grade for each course, student can not complete its requirements on time, and takes (IC) symbol in his academic record.

**Continuous Grade:**

A temporarily grade for each course requires, in its nature, more than one semester for completion, and takes (IP) symbol

**Semester GPA:**

Calculated by dividing the total points earned by the student on total credit hours for all courses studied in any semester, the points are calculated by multiplying the credit hours by the weight of the grade earned by student in every course student studied, see Appendix (b).

**GPA:**

Calculated by dividing the total number of points obtained in all studied

courses since joining the university on the total credit hours for those courses, see Appendix (b).

**Overall Grade:**

A describe of the level of educational attainment of students through out his study period at the university.

**Minimum study load:**

The least number of study units that should student record, commensurate with his GPA according to what is determined by the University Council.

**Acceptance of new students**

**Article Two:**

The Council of the University, and according to the proposal of colleges' councils and the relevant authorities, determines the number of students who can be admitted in the next academic year.

**Article Three:**

For student to accepted, it requires the following:

A - Must have a high school diploma or its equivalent from inside or outside the Kingdom.

B – Should not be more than five years since he/she graduated from high school or its equivalent, though the University Council may make exemption form this requirement if there is convincing reasons.

C – Student should be of good conduct of behavior.

D – Student should successfully pass any test or personal interview that the University Council may see appropriate.

E – To be medically fit.

F – Student should attain a pre-approval from his sponsor if he/she works in any governmental or private sector.

G – Is to satisfy any other conditions determined by the University Council and announced at the time of submission.

**The operational rule**

For student to be accepted at the university, required the following:

A Must have a high school diploma or its equivalent from inside or outside the Kingdom.

B - Should not be more than five years since he/she graduated from high school or its equivalent, though the University Council may make exemption from this requirement if there is convincing reasons.

C - Student should be of good conduct of behavior.

D - Student should successfully pass any test or personal interview that the University Council may see appropriate.

E – To be medically fit.

F – Student should attain a pre-approval from his sponsor if he/she works in any governmental or private sector.

G – Is to satisfy any other conditions determined by the University Council and announced at the time of submission.

H – Student must not be dismissed from other university for disciplinary or educational reasons.

#### **Article Four:**

The preference between the applicants, who meet all the conditions, is according to their grades in the exam of high school certificate, the personal interview and admission tests, if any.

### **Study System**

#### **Article Fife: Study System**

A – The study system at the undergraduate goes according to a system of levels.

B – The undergraduate study consists of at least eight levels.

C – The period of a study level is one semester.

D – Student progresses in the study and success in the study courses of the levels from one level to another according to the rules of transition.

#### **Article Six:**

Study at some colleges may be on basis of full academic year in accordance with the rules and procedures approved by the University Council, and accounted for two levels.

The operational rule

Study at some colleges may be on basis of full academic year in accordance

with the rules and procedures in this list, after a substitution of the term "Academic year" instead of "study semester" where mentioned, but not contradicting with the following:

A – Courses should be given in the yearly system throughout a full academic year, of not less than thirty (30) weeks, where the period of registration and final exams should not be included.

B – One final exam should be held for each course at the end of the academic year. For operational or clinical courses that requires training, the final exam may be held at the end of the training period.

C – A second turn exam may be held before the start of the academic year of a period not less than two weeks, for those who failed in courses that the College Board determines their nature and number of their units. For who passes this exam would be given a grade (D2) instead of previous failing grade (E).

(D2): successful in the second round with low average grade.

D – It's not allowed to be admitted to the second round exam if student failed the final first round exam in courses over what is decided by the College Board in paragraph (c) – student remains at the same academic year that he failed.

E – Student who fails in the second round exam or in courses that do not have a second round exam, is to remain in the same academic year he fails at and restudy the failed courses. The College Board or who delegates, may allow student to study courses from the next academic year.

F – The years the student may register courses in, are limited to two consecutive years.

-

### **Article Seven: System of Levels**

A study system where the academic year is divided into two main semesters, and it is possible that there will be a summer semester, but its period would be calculated to half the main semester, and graduation requirements to obtain

the degree should be distributed to levels according to the study plan approved by the University Council.

### **Article Eight:**

The University Council sets Off detailed rules governing the transition from one level to another agreeing with the following:

A – The study courses for each discipline should be distributed on levels, and for every level, a number of study units allocated as required by study plans

attached.

B – Students who succeeded in the level's courses are to be registered in the next level's courses stepping from the lower levels, according to the approved study plans.

C – Struggled students would be registered in the courses that guarantee them a minimum study load in each semester, taking into account the following points:

- 1 – No discrepancy in course schedule.
- 2 – Meeting the prerequisites of the course or the courses to be recorded.
- 3 – No permission to take courses from the next levels unless for only the completion of the minimum study load.

#### The operational rule

1 – Transiting student from his level to the next one if he/she successfully passed all the courses of that level - Article 8.

2 - The minimum study load for student is 12 credit hours. - Article 8

3 - If the student fails a course or more he is required to study the courses according to the following controls: - Article 8

A - If student fails a total of the minimum credit hours or more of the level's credit hours, he is required to restudy the failed courses of that level.

B - If student fails in total of less than the minimum credit hours, he needs to restudy those failed courses and he can take extra course from the next level, according to the following:

1 – Registering the courses should be within the disciplines of the study plan and schedules.

2 – Study load is to be linked with Student's GPA course, but should not be less than the minimum allowed.

3 – Not to have any discrepancy with student's schedule.

4 - When student can not register his study load due to conflict, or failure to fulfill prerequisite, or for completing the courses of that Level, he is to complete his study load from next allowed level's courses. If it was not possible to complete his study load of credit hours, then it would be ok to have the available to him, even if its number is below the minimum.

C - The number of allowable levels that student can register courses from are three consecutive study levels.

D - Registration is done automatically (without the need for form from student, if there were no notes on student). The study schedules shall be ready before the study start date.

## **Attendance and apologies for the study**

### **Article Nine:**

For students who regularly attend lectures and practical lessons, to be suspended from attending the final exam If the percentage of attendance is less than the percentage determined by the University Council, where the percentage of attendance should not be less than (75%) of lectures and practical lessons determined for each course during the semester. student would be considered failing the course due to absence and would be given grade suspended (DN).

### **Operational rule**

For students who regularly attending lectures and practical lessons, to be suspended from attending the final exam of a course if his attendance percentage was less than (75%) of lectures and practical or clinical lessons allocated for each course through the semester. Student, who was suspended from entering the exam, would be considered failing the course due to absence and would be given semester grade (DN). The College Board shall prepare and approve the lists of suspended students.

### **Article Ten:**

It is permissible for the College Board or his representative - an exception – to remove to suspension of a student and allow him to enter the exam, provided that student's excuse accepted by the Board, and the Council of the University determines the percentage of attendance not to be less than (50%) of lectures and practical lessons determined for each course.

### **The operational rule**

It is permissible for the College Board (who approves the course) or his representative – an exception – to remove the suspension and allow the student to enter the exam, provided that the student's excuse accepted by the Board, and his/her attendance should not be less than 50% of the lectures and practical lessons for a specific course.

### **Article Eleven:**

A student who is absent from the final exam, would be given zero (0) mark for that exam. His grade would be calculated with respect to his semester's works that he earned through out

### **Article Twelfth:**

If a student could not attend the final exam for any of semester's courses for a compelling reason, then it is permissible for the College Board, in cases of extreme necessity, to accept his excuse and allow an alternative exam to be given within a period not to exceed the end of next semester, and would be given the his grade after doing alternative exam.

### **Article Thirteen:**

It is permissible for student to apologize continuing the study of a semester without being considered failing that semester if he provides an acceptable excuse to the authority specified by the University Council, before the beginning of the final exams by at least five weeks, and the University Council in cases of extreme necessity can make an exception of this article, and student would be given grade (W), and the course would still be recorded as a necessary course to fulfill graduation requirements.

The operational rule

1) It is permissible for a student to apologize to continue the study of a semester without being considered failing it if he provides an acceptable excuse to the dean of the college, before the start of the final exams by at least five weeks. For the students of the colleges of the yearly academic system, it permissible for them to apologize continuing the study by at least eight weeks before the start of the final exams.

For the short courses, it is permissible for them to hand in their apology to the Rector - in extreme cases - before the start of the final exams by at least what equivalent to third of the course period, and they will be given grade (W) and the course would calculated towards the time required to finish graduation requirements.

2) The apologized semesters should not exceed two consecutive semesters or three non-consecutive semesters. But for the colleges of yearly programs, students can not apologize for two consecutive academic years, and should not exceed two non-consecutive academic years through out his/her study in the university, otherwise he/she would be considered suspended fro the university. But it is the right of the Rector to make exception to this article.

3) It is the right of the Deanship of Admission and Registration to request the approval of the legal guardian of the female student for the apology from studying of the semester.

## **The postpone and the drop out of study**

**Article Fourteen:**

it is permissible for the student to apply for postponement of the study for an acceptable excuse to the designated authority by the Council of the University, where the period of postponement should not exceed two consecutive semesters or three non-consecutive semesters at the maximum through out his/her study period at the university, otherwise he/she would be considered suspended from the university. It is permissible to the University Council, when necessary, to make exception to this article. The period of postponement would not be calculated towards the period required for fulfilling graduation requirements.

**The operational rule**

It is permissible for the student to apply for postponement of the study before the end of the first week of the study, for an excuse acceptable to the Dean of the college, but the period of postponement should not exceed two consecutive semesters or three non-consecutive semesters. For the colleges of yearly academic program, students' postponement period be done for two consecutive academic years, and it is not permissible for the postponement period to exceed two consecutive academic years at most through out his/her study at the university, otherwise he/she would be considered suspended from the university. University Council may, when necessary, make exception to this article. And the period of postponement would not be calculated towards the period required for fulfilling graduation requirements.

**Article Fifteen:**

If the regular attendance student sized attending for one study semester without applying for postponement, he/she would be considered suspended from the university. University Council has the right to suspend any student who made unauthorized absence period for less than one semester. For the student of affiliation, he/she would be considered suspended from the university if he/she did not attend all the final exams for that semester without acceptable excuse.

**Article Sixteen:**

A student would not be considered seizing study for the semesters that he studied at other universities as being a visitor.

**Re-registration**

### **Article Seventeen:**

A student who was suspended from the university can apply for re-registration with his same number and file before suspension according to the following guidelines:

A – To apply for re-registration within four academic semesters from the date of suspension.

B – An approval from the College Board and the relevant authorities to re-register the student.

C – If four academic semesters or more have been passed no his/her suspension, student then can apply to the university as a new student without reference to the previous academic record. And he/she should comply with the announced requirements for admission at the time. But it is for the University Council to make exception to this article, according to guidelines that the council issues.

D – It is not permissible to re-register the student for more than a once, and it is for the University Council – when necessary – to make exception to this.

E – It not permissible to re-register a student if he/she was taking an academic warning.

### **The operational rule**

A student who was suspended from study can apply for re-registration at his/her college with the same number and academic record before suspension, according to the following guidelines:

A – To apply for re-registration within four academic semesters (or two academic years for colleges of yearly academic system) from the date suspension.

B - An approval from the College Board and the relevant authorities to re-register the student.

C - If four academic semesters or more (or two academic years for colleges of yearly academic program) have been passed no his/her suspension, student then can apply to the university as a new student without reference to the previous academic record. And he/she should comply with the announced requirements for admission at the time. But it is for the Rector to make exception to this article, according to the following guidelines:

1) Approval of the relevant College Board for re-registering after considering the reasons for seizing study, with a possibility to require studying some courses already been taken before suspension, according to a recommendation of the relevant department.

2) The dropping out period should not exceed eight academic semesters unless the student brought what prove that he/she has done a work or study

related to the nature of the study of his specialty convincing the College Board.

3) Should not be warned academically.

4) Student should have completed at least 25% of the graduation requirements.

D – It is not permissible to re-register the student more than once and the Rector – when necessary – can make exception to this.

E – It is not permissible to re-register student who was suspended for disciplinary or educational reasons.

### **Article Eighteen:**

It is not permissible to re-register student who was suspended for disciplinary or educational reasons or who was suspended from another university for disciplinary reasons. And if it appears after re-registration that he had previously suspended for such reasons, his/her re-registration would be considered cancelled from the date of re-registration.

## **Graduation**

### **Article Nineteen:**

Student graduates after completing graduation requirements successfully according to academic plan, with at least a below average GPA. The College Board and according to a recommendation of the Council of the department allocating certain courses to be studied to raise student's GPA, in case where he/she succeeded in finishing the required courses but failing the minimum required GPA for graduation.

The operational rule

1) Student graduates after completing graduation requirements successfully according to the academic plan with a GPA of not less than average, but the College Board - or designates – and on a recommendation of the Board of relevant Department can allocate certain appropriate courses to be studied to raise student's GPA, in the case of student succeeding the required courses but failing the required GPA.

2) Student would not be considered a graduate student unless after the issuance of University approval to give him/her the academic degree.

3) periods of graduation

A - Students who obtain an incomplete grade (I), or who are allowed to set the alternative exam in one or more courses in the last academic level for graduation

program, or the like, it would be written separate memorandums for every one, once they fulfill the graduation requirements. And the last academic

semester in the student's academic record would be considered the one for graduation.

B – Students who their academic plan require to complete the practical training, their names would be raised to the University Council requesting the approval to grant them the academic degree at end of academic semester that they will fulfill the requirement, but it should be written in his academic record the term (the student has fulfilled the practical training requirements within this semester)

4) The issuance of version instead of missing document or certificate of graduation, according to the following:

A – Student should make a declaration about losing a document or certificate of graduation in the university's newspaper or one of the local newspapers, and not to apply for issuing a version instead of missing, unless after four weeks from the date of declaration, and to provide a copy of the declaration.

B – The word (instead of missing) would be stamped on every document or certificate issued as instead of missing.

### **Suspending from the University**

#### **Article Twenty:**

A student would be suspended from the university in the following cases:

A – If he/she received three consecutive warnings at most for his/her low GPA (2.0 of 5 or 1.0 of 4) and the University Council on the recommendation of the College Board can give a fourth opportunity for those who can raise their GPA though studying the course still available.

B – If student did not complete the graduation requirements within a period of up to half of the period prescribed for graduation in addition to the period of the program. And the University Council can give student another opportunity to finish his/her graduation requirements through a period not to exceed twice the allocated period for graduation.

C – It is permissible for the University Council, in the exceptional cases, to rectify students' situations that conform to the preceding two paragraphs through giving them another chance but does not exceed two academic semesters at most.

#### **The operational rule**

First: Student would be suspended from the University in the following cases:

(A – If he/she got three warnings to the most due to his/her GPA is being lower than the minimum of (2.0). student would be given fourth chance if he/she is able to raise his/her GPA on the assumption that he/she would earn

(48 points from studying 12 credit hours), where this should be calculated and implemented automatically.

B - If student did not complete the graduation requirements within a period of up to half of the period prescribed for graduation, the College Board may give an opportunity for student to finish their graduation requirements for a period, at most, not to exceed twice the period determined for graduation according to the following conditions:

1 – The reason behind his/her poor performance should be convincing to the college board.

2 – That there is an improvement in student's performance in the last two semesters, and this would be measured by dividing the total points of the two semesters on the number of credit hours registered, and the result should not be less than (2.00 of 5.00), but the summer semester is not included.

Second: It is permissible for the College Board to give suspended students, who took twice the period of the program, another opportunity not to exceed two academic semesters at the most according to the following conditions:

A – The reason behind his/her poor performance should be convincing to the College Board.

B – That student can complete the remaining courses within a period not to exceed two semesters.

C - That there is an improvement in student's performance in the last two semesters, and this would be measured by dividing the total points of the two semesters on the number of credit hours registered, and the result should not be less than (2.00 of 5.00), but the summer semester is not included. The Rector may make exception to this.

Third: It is permissible for the College Board to give the suspended students due to the warnings, an opportunity not to exceed two semesters at most, according to the following conditions:

A - The reason behind his/her poor performance should be convincing to the College Board.

B - That there is an improvement in student's performance in the last two semesters, and this would be measured by dividing the total points of the two semesters on the number of credit hours registered, and the result should not be less than (2.00 of 5.00), but the summer semester is not included. The Rector may make exception to this.

C – Student is able to raise his/her GPA to (2.00) when obtaining that opportunity and registering the available courses.

The colleges should make an inventory of all cases and present them to their boards, and to inform the Deanship of Admission and Registration with the resolution before the start date of the study by at least one week.

## **Affiliation**

### **Article Twenty one:**

It is permissible for the University Council and on a recommendation of the colleges, to consider the concept of studying by affiliation in some of the colleges and disciplines, which their study nature allows this way. The Council of the University would set rule and procedures governing this according to the following guidelines:

A – the credit hours for the graduation of student by affiliation should not be less than those for the regular attendance student, in the disciplines available for affiliation.

B – The student by affiliation should be treated the same as regular student in terms of acceptance, grades, transfer, suspension, re-registration and others except for regular attendance of lectures.

C – The University Council on the proposal of Colleges Boards may set the necessary rules and controls for assessing the performance of students by affiliation.

D – The academic record and the certificate of graduation should have what proves that the study this student is by affiliation.

## **The Final Exams**

### **Article Twenty two:**

The College Board that the course is one of its courses – according to the proposal of the department's board – determines the grade for the semester's works, where it should not be less than (30%) of the final grade of the course.

The operational rule

The College Board that the course is one of its courses and according to the proposal of the department's board - determines the semester's works grade between (40%) to (60%) of the final grade of the course.

### **Article Twenty three:**

The semester's works of a course would be calculated using one of the two methods:

A – The practical or oral exams, research or other types of classroom activities, or some of them or all, and at least one written exam.

B – Two written exams at least.

**Article Twenty four:**

It is permissible for the College Board that the course belongs to - on a recommendation of the Department Board - of the final exam in any course practical or oral exams, and determines the grades allocated of the final exam grades.

**Article Twenty Fife:**

It is permissible for Department Board, who teaches the course, and on a recommendation for the teacher of the course, to allow the student to complete the requirements of any course in the next semester, and student would be given a grade of incomplete (IC), and this grade would not be calculated from his/her GPA, but only the grade that student obtains after completing the requirements of the course. If one semester was elapsed with no change on the incomplete (IC) grade, then he/she would have been considered failing the course and given grade (F) and should be calculated on his/her semester GPA.

**Article Twenty-Six:**

It is permissible to make an exception for the seminars and research courses and the courses of scientific or field nature (or part of them) of the articles 22, 23 and 24, by a decision of the College Board on the recommendation of the Department Board who teaches this course. The College Board determines metrics of measurements for student's achievement in those courses.

**Article Twenty-Seven:**

If the study of the courses requires more than one academic semester, then student would be given grade continuous, and after he/she completes the study, would be given the grade he/she obtained, but if he/she did not complete the course at the right time, then the Department Board would grant him/her the grade (IC) or (IP).

**Article Twenty-Eight:**

The grades that the student obtained would be calculated for every course as follows:

<b>English Code</b>	<b>limit grade</b>	<b>Points</b>	<b>Meaning in English</b>
<b>A+</b>	<b>95 - 100</b>	<b>5.00</b>	<b>Excellent High</b>
<b>A</b>	<b>90 - less than 95</b>	<b>4.75</b>	<b>Excellent</b>

<b>B+</b>	<b>85 - less than 90</b>	<b>4.50</b>	<b>Very High</b>
<b>B</b>	<b>80 - less than 85</b>	<b>4.00</b>	<b>Very Good</b>
<b>C+</b>	<b>75 - less than 80</b>	<b>3.50</b>	<b>Good High</b>
<b>C</b>	<b>70 - less than 75</b>	<b>3.00</b>	<b>Good</b>
<b>D+</b>	<b>65 - less than 70</b>	<b>2.5</b>	<b>Acceptable High</b>
<b>D</b>	<b>60 - less than 65</b>	<b>2</b>	<b>Acceptable</b>
<b>F</b>	<b>Less than 60</b>	<b>1</b>	<b>Failure</b>

The operational rule

The grades student obtains in every course would be calculated as follows:

<b>English Code</b>	<b>limit grade</b>	<b>Points</b>	<b>Meaning in English</b>
<b>A+</b>	<b>95 - 100</b>	<b>5.00</b>	<b>Excellent High</b>
<b>A</b>	<b>90 - less than 95</b>	<b>4.75</b>	<b>Excellent</b>
<b>B+</b>	<b>85 - less than 90</b>	<b>4.50</b>	<b>Very High</b>
<b>B</b>	<b>80 - less than 85</b>	<b>4.00</b>	<b>Very Good</b>
<b>C+</b>	<b>75 - less than 80</b>	<b>3.50</b>	<b>Good High</b>
<b>C</b>	<b>70 - less than 75</b>	<b>3.00</b>	<b>Good</b>
<b>D+</b>	<b>65 - less than 70</b>	<b>2.5</b>	<b>Acceptable High</b>
<b>D</b>	<b>60 - less than 65</b>	<b>2</b>	<b>Acceptable</b>
<b>F</b>	<b>Less than 60</b>	<b>1</b>	<b>Failure</b>

### **Article Twenty-Nine:**

the final accumulative grade upon graduation would be according to student's GPA as follows:

- 1 - (Excellent): If the GPA is at least 4.50 of 5,00, or 3,50 to 4.00
- 2 - (Very Good): If the GPA is from 3.75 to less than 4.50 out of 5.00, or from 2,75 to less than 3,50 out of 4.00
- 3 - (good): If the GPA is from 2.75 to less than 3.75 out of 5.00, or from 1,75 to less than 2.75 out of 4.00
- 4 - (Average): If the GPA is from 2.00 to less than 2.75 out of 5.00, or from 1,00 to less than 1.75 out of 4.00

The operational rule

the final accumulative grade upon graduation would be according to student's GPA as follows:

- . 1 - (Excellent): If the GPA is at least 4.50
- . 2 - (Very Good): If the GPA is 3.75 to less than 4.50
- . 3 - (Good): If the GPA is 2,75 to less than 3.75
- . 4 - (Average): If the GPA is 2,00 to less than 2,75

### **Article Thirty:**

The First Class Honors would be granted to the student who obtains a GPA of (4.75) to (5.00) out of (5.00) or (3.75) to (4.00) out of (4.00) at graduation. The second class honor would be granted to the student who obtains a GPA of (4.25) to less than (4.75) out of (5.00) or (3.25) to less than (3.75) out of (4.00) at graduation.

For obtaining First or second Class Honors, required the following:

A – Student has not failed any of the courses he/she studied in the university or another university.

B – Student has completed all graduation requirements in the duration of a maximum maddling between the minimum and maximum period of study at his/her college.

C – Student has studied at the university he/she would graduate from at least (60%) of the requirements of graduation.

The operational rule

The First Class Honors would be granted to the student who obtains a GPA of (4.75) to (5.00) out of (5.00) at graduation. The second class honor would be granted to the student who obtains a GPA of (4.25) to less than (4.75) out of (5.00) at graduation.

For obtaining the First or second Class Honors, required the following:

A - Student has not failed any of the courses he/she studied in the university or another university.

B - Student has completed all graduation requirements in the duration of a maximum maddling between the minimum and maximum period of study at his/her college.

C - Student has studied at the university he/she would graduate from at least (60%) of the requirements of graduation.

### **The final exam procedures**

#### **Article thirty one:**

College Board may form a committee to cooperate with departments in the organization of the final exam's works, and its duties would be reviewing grades records and then delivering them to the appointed committee within a period not to exceed three days from the date of final exam of the course.

#### **Article Thirty-Two:**

It is permissible for the College Board to apply confidentiality in the procedures of the final exams.

**Article Thirty-Three:**

The tutor of the course would set the questions of the final exam. The College Board (when necessary), and on a proposal of the head of the department, may allocate another one to set the questions.

**Article Thirty- Four:**

The tutor of the course is the one who grades the final exam of his course, and the head of the department may allocate one or more of specialists to participate in grading the exam. It is the right of the College Board (when necessary) to appoint who sees appropriate for grading the exam.

**Article Thirty-five:**

the one who grades the final exam would record them in the records prepared of that and signs them, then the head of the department would attest them.

**Article Thirty-six:**

It is not permitted to give students two exams at the same day. But the University Council may make exception to this.

**Article Thirty-seven:**

Students are not allowed to enter the final test after half an hour was elapsed on the beginning of the exam, and he/she is not allowed to leave the exam before half an hour from the beginning.

**Article Thirty-eight:**

Cheating in the exam or the try for cheating or violating the instructions and rules of conducting the exam shall be punished for according to the disciplinary laws issued by the University Council.

**Article Thirty-nine:**

The College Board, when necessary, may give the approval to re-do the grading of exams papers during a period does not exceed the beginning of the next semester's exams.

**The guidelines and controls for re-ding the grading of answers papers:**

1 – The student may submit an application requesting redoing the grading to the department that teaches the course, and to be raised to the College Board in a period not to exceed one month of semester's final exam date that the student wishes to review one its courses' paper.

2 – That student has not already applied for re-correct request and proven the invalidity of his/her request.

3 – Student can not apply for reviewing papers of more than one course in a semester.

4 – A form should be prepared containing the information in the paragraphs (1, 2 and 3) above, in addition to the following information: Student's name, Registration number, number of the course, its symbol and name, branch number, academic semester, his/her absence percentage, GPA, warnings, name of the tutor of the course, the date of the exam, the justification of the request to re-grade the exam, and to make a pledge that the validity of information he/she provides.

5 - In case of approval to re-grade, the College Board forms a committee of at least three members of faculty members for re-grading the answering sheets, and to submit a report to the College Board to give a decision that would be final decision.

#### **Article Forty:**

The College Board on a recommendation of the concerned department determines the final written exam of not less than one hour and not to exceed three hours.

#### **Article Forty-first:**

The Council of University sets regulations for the procedures of the final exams – provides no violation for the articles (31-40).

### **Transfer.**

#### **Transferring from one university to another**

#### **Article Forty Two:**

Student transfer from outside the university may be accepted in accordance with the following guidelines:

A - Student must have studied at a recognized college or university.

B – Student should not be suspended from the university that the student wishes to transfer from, for disciplinary reasons.

C – Student has to be eligible for transfer according the regulations of the University Council.

The operational rule of Salman Bin Abdulaziz University:

With the approval of the Dean that the student wishes to transfer himself to, student application may be accepted according to the following guidelines:

A - Student must have studied at a recognized college or university.

B - Student should not be suspended from the university that the student wishes to transfer from, for disciplinary or educational reasons.

C - Student has to be eligible for transfer according the regulations of the University Council.

D – It is obligatory that the credit hours to be studied at University of King Saud not to be less than (60%) of the number of credit hours required for granting the academic degree from the university.

-

#### **Article Forty-three:**

The College Board would make an equivalency to the courses taken by the student outside the university on the recommendation of Departments that offer these courses, and to be recorded in the student's academic record, but should not be counted for his GPA.

#### **Article Forty-fourth:**

If it appears after the transfer that the student has been suspended before for disciplinary or academic reasons, then his/her record would be cancelled from the date of the transfer.

The operational rule

If it appears that the transferred student had already been suspended for disciplinary or academic reasons, then his/her record would be cancelled from the date of the transfer to the University.

#### **Article Forty-five:**

The transfer of a student would be done in any academic semester from one university to another, according to the procedures and deadlines announced in the university that the student is being transferred to in the light of general regulations of transfer.

The transfer from one college to another within the University

#### **Article Forty-six:**

The student may be transferred from one college to another within the university according to regulations and controls approved by the Council of

the University.

The operational rule of Salman Bin Abdulaziz University:

With the consent of the two Deans of the colleges of concern, Transfer may take place from one college to another with the following conditions approved by the College Board, which the student wishes to transfer to.

**Article Forty-seven:**

All the courses that student has studied should be recorded in the academic record of the student at the college that he transferred to, and to include the grades and semester GPA through out his/her study in the university

**Transfer from one major to another within the College**

**Article Forty-eight:**

The student may, after the approval of a Dean, transfer from one major to another within the college according to the guidelines established by the University Council.

The operational rule

The student may, after the approval of a Dean, transfer from one major to another within the college according to the guidelines established by the University Council.

**Article Forty-nine:**

All the courses that student has studied should be recorded in the academic record of the student at the college that he transferred to, and to include the grades and semester GPA through out his/her study in the university

**The Visiting Student**

**Article Fifty:**

The visiting student is a student who studies some courses in another university or in a branch of University branches to which he belongs without being transferred. Equalization of the courses studied should be accomplished in accordance with the following controls:

A – approval of the college where student had been taught in before.

B – The study was in a recognized college or university.

C – The course that student studied outside the university is equivalent in its

vocabulary one of the courses required fulfilling graduation requirements.

D – If the visitor student studied in one of the branches of the university, which belongs to, then the dealing should be according to the article 47.

E – The University Council determines the maximum percentage of credit hours that can be calculated from outside the university.

F – The grades that visitor student obtained from another university would not be accounted for his GPA, but the courses would be recorded in his/her academic file.

G - Any other conditions that University Council may determine.

#### The operational rule

The visiting student is a student who studies some courses in another university or in a branch of University branches to which he belongs without being transferred. Equalization of the courses studied should be accomplished in accordance with the following controls:

First: For a student from Salman Bin Abdulaziz University and it is colleges and wishes to study as a visitor in another university:

A – Student has to have academic record (with his/her GPA) for at least two semesters in the college which he joined to study in before applying for a study as a visitor.

B – Student must obtain prior approval from the college he studies at for allowing him/her to study as a student visitor with identifying the courses that will study, and for the college to make condition that student should obtain specific grade for equalizing the course. This should be accompanied by official letter from the Deanship of Admission and Registration.

C – The study was in a recognized college or university.

D – The course that student studied outside the university should have its equivalent in the vocabulary and the credit hours should not be less than those for one course to fulfill graduation requirements.

E – With regard to paragraph (D) of Article (Forty two), the maximum total of credit hours that can be accounted for from outside the university is (20%) twenty per cent of the total credit hours for graduation from King Saud University.

F – The grades that visitor student obtained from another university would not be accounted for his GPA, but the courses would be recorded in his/her academic file.

G – Student must provide the Deanship of Admission and Registration with his/her obtained results within two weeks of the start of study, in the first semester following the period of study as a visitor. If he/she did not provide the results then he/she would be considered seizing the study in those semesters (except for summer semesters) and he/she would be treated according to Article (15).

H – The monthly stipend should be handed to the student a visitor if he/she

was eligible for them after the submission of his/her semester results to the Deanship of admission and Registration.

Second: The student of Salman Bin Abdulaziz University and it is colleges and wishes to study as a visiting students in the Riyadh, or one of its branches:

A - Student has to have academic record (with his/her GPA) for at least one semester in the college which he joined to study in before applying for a study as a visitor.

B - Student must obtain prior approval from the college he studies at for allowing him/her to study as a student visitor with identifying the courses that will study, and for the college to make condition that student should obtain specific grade for equalizing the course. This should be accompanied by official letter from the Deanship of Admission and Registration.

C-That the decision to deliberate on the student equivalent (or equivalent) in the vocabulary of one of the decisions Included in the graduation requirements

D - is equivalent courses in accordance with Article (47)

E - The maximum number of classrooms, which allows the student to study a visitor two semesters.

Third: for other university students and visiting students wish to study at the University of Salman Bin Abdulaziz.

A - to be the student academic record (grade point average) for at least two semesters of a university T Before them.

B - the student should be separated for disciplinary reasons, or educational.

C - to obtain the prior written consent from his university students to study a visitor at Salman Bin Abdulaziz University

It must be stated in the decisions of the speech, King Saud University, which the student will study.

D - to get the approval of the college wishes to study by the visitors.

E - The maximum number of classrooms, which allows the student to study a visitor two semesters.

And - no student may request an accommodation in the University, making him a reward from Salman Bin Abdulaziz University.

G - recorded decisions for the student by the college they wish to study, taking into account all the controls

Registration in courses.

## **GENERAL PROVISIONS**

**Article Fifty-first:**

These Regulations repeal of previous regulations for the organization of study and tests in place at the university level.

**Article Fifty:**

The University Council, including the development of implementing rules not inconsistent with the provisions of these Regulations.

**Article Fifty-third:**

Of the Council of Higher Education the right to interpret these Regulations.

## Supplements

### Extension (a)

#### **Academic record and symbols of the estimates**

##### **Academic record:**

Is a statement of student academic progress, and includes courses to be considered in each semester by Symbols and numbers and the number of units of assessments and estimates obtained by the symbols and values of those estimates, The record shows the quarterly rate and the accrual rate and the statement of appreciation of the year, in addition to the decisions Relieved by the student adapter.

<b>Arabic Code</b>	<b>English Code</b>	<b>limit grade</b>	<b>Points</b>	<b>Meaning in English</b>
أ+	A+	95 - 100	5.00	Excellent High
أ	A	90 - less than 95	4.75	Excellent
ب+	B+	85 - less than 90	4.50	Very High
ب	B	80 - less than 85	4.00	Very Good
ج+	C+	75 - less than 80	3.50	Good High
ج	C	70 - less than 75	3.00	Good
د+	D+	65 - less than 70	2.5	Acceptable High
د	D	60 - less than 65	2	Acceptable
ف	F	Less than 60	1	Failure
م	IP	-----	-----	Continuous
ج	IC	-----	-----	Incomplete
ح	DN	1	-----	Deprived
ن	NP	60 and over	-----	Successful without a Grade
فد	NF	Less than 60	-----	Failure without a Grade
ع	W	-----	-----	Excused Withdrawal with

## Extension (b)

### Example of calculation of average quarterly and cumulative

#### First Semester:

Course	Number of units	Marks Percent	Code Grade	Weight Grade	Number of points
ISM 103	2	85	B+	4.50	9
101 NJR	3	70	C	3.00	9
101 ARAB	3	92	A	4,75	14.25
103 COMP	4	80	B	4.00	16
<b>Total</b>	<b>12</b>	<b>----</b>	<b>-----</b>	<b>-----</b>	<b>48.25</b>

First Semester Rate=Total Points (48.25)/Total points (12) =4.02

#### Second Semester II:

Course	Number of units	Marks Percent	Code Grade	Weight Grade	Number of points
104 ISLM	2	96	A+	5.00	10
102 NJR	3	83	B	4.00	12
102 ARAB	4	71	C	3.00	12
104 COMP	3	81	B	4.00	12
<b>Total</b>	<b>12</b>	<b>----</b>	<b>-----</b>	<b>-----</b>	<b>46</b>

Average Second Semester =Total points (46) /Total points (12)=3.83

$$\text{Accumlated Average} = \text{Total Points (48.25 +46) / Total points (12 +12) =3.93}$$