



جامعة الأمير مقرن بن عبد العزيز  
University of Prince Mughrin

# Deanship of Student Affairs

**Admission and Registration Policies  
and Procedures Manual**

**AY 2019 - 2020**



## Document Control

### Admission and Registration Policies and Procedures Manual

#### Document Information

	Information
Document Owner	Deanship of Student Affairs

#### Document History

Version	Issue Date	Changes
[03]	[09, 21, 2021]	----- [Section, Page(s) and Text Revised]

#### Document Approvals

Role	Name	Signature	Date
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#### Next Document Revision

	Date
Revision Date	[30 May, 2022]



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## Definitions and Terms

The expressions and terms used in the manual shall be interpreted as follows, unless otherwise indicated in the context of the text.

<b>Country:</b>	Kingdom of Saudi Arabia
<b>Regulation:</b>	Study List and Exams
<b>University:</b>	University of Prince Muqrin bin Abdulaziz
<b>Council:</b>	University Council
<b>President:</b>	University President
<b>University Vice- Dean:</b>	University Vice Dean for Educational Affairs
<b>Dean:</b>	Dean of the College
<b>General Registrar:</b>	University Registrar
<b>Head of the Academic Department:</b>	Head of the academic department in the various faculties of the university
<b>Academic Department:</b>	The academic department or the academic program in the different faculties of the university
<b>Faculty Members:</b>	Professors and Associate Professors
<b>School year:</b>	It is the period of one year, and it is determined annually through the officially issued university calendar.
<b>Student :</b>	Any student at the university
<b>Admission and Student Affairs Committee :</b>	Student Case Study Committee
<b>Guide:</b>	The Policies and Procedures Manual is a practical guide to carrying out operations in a sector ,or department .The guide consists of policies, procedures and signature powers.
<b>Policies:</b>	It is a specific means or method of action to guide and define future and current decisions .Policy is a guide for decision-making according to a specific set of circumstances within a framework of institutional goals and a set of management principles.
<b>procedures:</b>	Procedures represent a specific way of achieving something ,or a fixed way of doing things. Procedures are a set of steps that are in a regular and specific order to ensure adherence to the method of regular and repetitive work.
<b>Semester Average:</b>	It is the sum of the points resulting from multiplying the standard points for each course by the number of credit hours for it, divided by the total number of credit hours in that semester.
<b>Cumulative Average:</b>	It is the sum of points resulting from multiplying the standard points for each course by the credit hours since the student' enrolment at the university and until the date of calculating the average divided by the total number of credit hours for the student.
<b>Academic Data:</b>	Official personal and academic data of the student.





## Undergraduate Admission Policy

### Abstract:

This policy and its procedures cover the rules relating to the following:

1. Acceptance of undergraduate students, including submitting applications for admission, transfer to the university, and re-enrollment.
2. Issuance of student's university cards.

### Area of Application

This policy applies to all students applying for admission to the undergraduate programs and related academic and administrative units at the university.

### Objective:

The objectives of this policy are:

1. Ensuring a mechanism for admission in accordance with the principles, standards and expectations of the university to be compatible with the academic programs and educational mission of the university.
2. Ensuring that the admission regulations and conditions are applied equally, fairly and effectively to all applicants.

### Policy:

1. The university sets all the requirements, criteria and conditions for admission to the university according to what is decided by the Council in this regard.
2. The university issues and announces the conditions and criteria related to admission and the required documents annually .
3. All applicants wishing to be admitted, re-enrolled or transferred, must fill out an application in accordance with the university's admission policy.
4. All applications for admission are considered preliminary until their validity and compliance with the conditions are checked.
5. The student's fulfillment of the admission requirements is not a guarantee of his acceptance, as the admission process depends on the university's capacity according to the availability of resources.
6. The university admission process is competitive based on the results and grades of high school, ability Test, achievement Test, and tests prepared for admission and it's within the framework of the university's capacity.
7. The university issues and announces the conditions, standards, tuition fees related to the admission of international students and the required documents annually.

### The Procedures of Undergraduate Admission Policy

1. The student is initially accepted into one of the university's colleges, provided that he fulfills the requirements of the preparatory program . Students are enrolled in various majors according to the following regulations :
  - a. Successful completion of all English language requirements in the Preparatory Year Program.
  - b. The student's acceptable academic performance.
  - c. Achieving all college requirements for the desired major.
  - d. The capacity of the college.

2. Students who fulfill the English language requirements in the preparatory year program may be directly enrolled in the faculties.
3. A student admitted to the university must register in the semester during which he was accepted.
4. The student's admission is considered canceled if he did not register in the semester during which he was accepted.
5. Every student who has finished the high school and wishes to enroll in one of the university's programs, must follow the following steps:
  - **First Step: Reviewing the Admission Requirements and Criteria**
    - The applicant for admission to the university must review the conditions and admission criteria for the educational system from which he graduated and make sure that they apply to him before completing the other steps.
  - **Second Step: Preparing the Documents**
    - Prepare electronic copies of all the required documents and documents mentioned above in preparation for uploading them on the university's website when filling out the application form.
    - Pay the non-refundable application fee of 500 riyals (1000 riyals for late enrollment) and prepare an electronic copy of the payment receipt. These fees can be paid to the university bank account
    - Print the medical examination form available on the university's website, fill it out, and then complete the examination procedures from one of the approved hospitals or health centers, and prepare an electronic copy of it.
  - **Third Step: Apply**
    - Open the online admission form link available on the university website through clicking on the following link: [www.upm.edu.sa](http://www.upm.edu.sa)
    - Create an account as a new user, and the applicant needs an e-mail of his own.
    - Fill out the online application form.
    - Students nominated for admission are contacted through text messages and emails for a personal interview and they have to take the required admission tests.
    - After passing the interview and the required admission tests, the payment of the full amount of tuition fees is needed. These fees are refundable according to the announced financial policies of the university. Thus, the applicant is considered accepted as a regular student at University of Prince Muqrin bin Abdulaziz.
  - **Fourth step :Applications for Admission**
    - All students wishing to study at the university must apply for admission, complete all required documents, and fulfill the conditions of the desired college .Any application that does not meet the requirements will not be considered.
    - Any forgery in the admission application or in any of the required documents is considered a violation of the academic behavior and therefore the applicant will be deprived of admission .In the event that forgery is discovered after the student has been accepted and/or registered,

he will be expelled from the university and will be prohibited from applying for admission to the university in the future.

- The applicant is responsible for submitting all the documents required of him, and failure to submit the application and the required documents within the specified dates may lead to its rejection, cancellation, or delay in the acceptance decision.
- The Admissions Department determines the validity, content, and equivalency of all academic documents for applications submitted directly to it in accordance with the requirements of admission to the university.
- The University reserves the right to request additional documents and/or independently verify the validity of the applicant's documents and qualifications for admission.
- When filling out the application for admission to the university, the student must specify his prior consent to disclose academic and personal information.
- **Fifth Step :University Cards**
  - Students admitted to the university are issued official university cards to use during their study at the university in order to benefit from the various university services and to enter the final exams as well as the campus. They must present this card to the university staff upon request.
  - The university student card is considered as a property of the university and the student must hand it over to the university upon graduation or upon termination of his relationship with the university for any reason.
  - Lost or stolen university cards must be reported to the Deanship of Student Affairs immediately, and another university card may be issued as a replacement for a specific fee.
  - Improper use or unauthorized possession of the university student card is a violation of the university's regulations and policies and exposes the perpetrators to legal responsibility.

## International Student Admission Policy

1. International students are accepted during the first or second semester of the academic year on the basis of an assessment of their current academic qualifications and the teaching capabilities of the academic programs.
2. Attestation of high school certificates from outside Saudi Arabia is required by the Cultural Attaché at the Embassy of the Kingdom of Saudi Arabia in that country, with the need for proof that the applicant has obtained a high school completion document in the country granting the certificate.
3. The applicant with high school certificates from outside Saudi Arabia, and after completing the procedures for his initial admission to the university, must abide by the necessity of obtaining an equivalency certificate of the high school from the Equivalency Department of the Ministry of Education in Saudi Arabia ,within a maximum of one semester.
4. International students who have an updated Grade 12 (General Secondary) Certificate or its equivalent are admitted directly to colleges based on their academic achievement in the 12th grade.

5. The student must achieve the minimum required for the International English Language Test (IELTS) Academic Form - with a minimum grade of 5.5 or its equivalent in accordance with the university's approved admission policy for each academic year.
6. An international student enrolled in an accredited higher education institution may submit a transfer application for admission to the university in accordance with the policies and procedures approved by the university.

## Transfer Policy from other Educational Institutions

A student enrolled in a higher education institution may apply for a transfer request for admission to the university in accordance with the general policies for admission and according to the following:

1. Students enrolled in any of the higher education institutions inside or outside the Kingdom that are recognized by the Ministry of Education in the Kingdom may apply for transfer to the university according to the following conditions:
  - a. The student must have studied at an accredited college or a university.
  - b. He should not be dismissed from the university that he is transferring from for disciplinary reasons.
  - c. He should meet the transfer conditions set by the University Council.
  - d. The student must have completed at least one semester.
  - e. The student must achieve the minimum required for the International English Language Test (IELTS) - Academic Form - or its equivalent in accordance with the university's approved admission policy for each academic year.
  - f. The college and major absorptive capacity should allow him in.
2. Faculties determine the credit hours for courses accepted for transfer to the university according to the approved standards and according to the following conditions:
  - a. The student must have completed the preparatory year requirements.
  - b. The study should be at an accredited college or university.
  - c. The courses completed by the student in his previous educational institution may be calculated with a final grade of no less than (C) and above.
  - d. All credit hours are changed to semester credit hours.
  - e. The course that the student studied outside the university is identical to the one of the courses included in the graduation requirements .In the event of being not identical, it may be considered as an alternative to an elective course by the approval of the Academic Department Council and the College Council.
  - f. The equivalency of courses taken by the student in two educational institutions at the same time shall not be accepted.
  - g. All credit hours for transfer must meet the academic degree requirements, provided that they do not exceed 40% of the total credit hours for obtaining the degree.
  - h. The concerned college is the one that will equalize the courses to be transferred and it shall determine the suitability of the credit hours for transfer to the academic degree.
  - i. The grades obtained by the student in the transferred courses are not included in calculating the cumulative average, and a grade of (T) is assigned to them.

## Rematriculation Policy

Students who have withdrawn from the university or who have been dismissed because of dropping out in any semester may submit an application of rematriculation at the university with their number and record before dropping out in accordance with the following conditions:

1. Submit an application for rematriculation within a period not exceeding 4 semesters starting from the semester of matriculating their registration.
2. The student should not be dismissed for any academic or disciplinary reasons.
3. A student may not be re-enrolled more than once, and the University Council may, if necessary, make an exception.
4. If a student has been enrolled for more than 4 semesters, he can enroll as a new student without referring to his previous academic record, provided that he meets all the admission requirements announced at the time.
5. The concerned college council and the relevant authorities have to agree to re-enroll the student.
6. A student whose registration has been matriculated, should submit a request to re-register to the Registration Department before the beginning of the semester in which he wishes to rematriculate his registration ,according to the period determined by the accredited academic calendar of the university.

## Registration Policy

### Overview

A policy that must be applied to all undergraduate students in all programs from the beginning of the university stage, and also to all academic units and administrative units related to students at the university.

### Field of Application

Apply to all students at the undergraduate level and faculty members.

### Objective

The objective of this policy is to ensure that the processes of preparing study schedules and registering for courses and examinations at the university are conducted in a manner consistent with the regulations, standards and expectations of the university that are compatible with the academic programs and the educational mission of the university in light of achieving the required integrity and justice

### Policy

1. The university adopts the credit hour system as the basis for its educational system and organizes the study in it on the basis of the semester system.
2. All students enrolled at the university are responsible for managing their academic and financial relations with the university, including the following:
  - a. Familiarity with the applicable regulations, policies and procedures related to registration and follow them.
  - b. Adhere to the instructions of the academic advising.
  - c. Follow-up of the academic status during and at the end of each semester.
  - d. Follow up their lectures schedule and adhere to attendance.

- e. Follow up on their final exams schedule.
  - f. Follow up and assume the financial responsibilities related to the registration.
3. All students must register for each regular semester (first and second) and continuously after their admission to the university, and they must register in the announced courses according to their study plans and within the specified times, and the counseling units in the colleges provide academic guidance to students before they register for the courses.
  4. All students registered in the courses must commit to attending all lectures, teaching activities and exams for those subjects on their announced dates.
  5. All subjects must have final exams or a project to be assessed, and practical training subjects may be excluded.
  6. The student is notified of all information related to regulations, policies, academic requirements for academic programs, the university calendar, and changes in the academic status or regulations and policies through the electronic portal or the student's email, and this is considered as an official notification.

## Procedures of the Registration Policies

### Registration Entitlement

1. Students suspended at the university are not entitled to register courses or attend lectures.
2. Students who have been suspended or dismissed academically or disciplinarily are not entitled to register at the university.
3. Students who are temporarily suspended or dismissed are not entitled to the classes in which the penalty applies.
4. Students must complete the preparatory program subjects within one year and a summer semester if required.
5. Students may not register in a subject before completing the prerequisite for it, except with the approval of the concerned dean of the college or his representative.
6. During the early registration period, the student may register in a course for the next semester without completing his previous requirement, which he studies in the current semester. If the student fails to complete the previous requirement, his registration in the next semester course will be cancelled.
7. Students who are subject to a registration ban for some reason may not register for courses unless that ban is lifted.
  - a. The ban on students is used by faculties and administrative units to ensure compliance with the university's academic, administrative and financial regulations and policies.
  - b. The Deanship of Student Affairs is responsible for activating and approving the uses of the ban based on the recommendation of the college or the relevant administrative units, and it must inform the student and the concerned authority when the ban is lifted.
8. A student may be prevented from continuing to study in the current semester or registering for courses in the following semester due to a disciplinary measure, financial reason, or any other reason.

### Course Load

1. The minimum academic load for a student in the regular semester is 12 credit hours and the maximum is 18 credit hours.

2. Exceptional cases in which the student's course load exceeds (18) credit hours are as follows:
  - a. The maximum course load in the semester for a student whose academic status is good, is to register (21) credits if his cumulative average in the semesters that includes the last (28) credits is not less than (3.00 out of 4.00).
  - b. The maximum academic course load for a student under any of the academic warnings per semester is (15) credits.
  - c. The maximum academic course load for a student in his last semester is 21 academic units.
3. Students may register for a course load of less than (12) credit hours, in the following cases:
  - a. Students expected to graduate and have less than (12) credit hours left to complete the requirements for obtaining their degree.
  - b. Students who have not completed the preparatory program requirements and have been accepted into the academic program.
  - c. Students who have academic warnings. The minimum credits for each semester is 12 credits.
4. Course load for students credits in the summer semester:
  - a. The maximum academic course load in the summer semester for a student whose academic status is good, is (9) credits.
  - b. The maximum course load in the summer semester for a student who have academic warnings is (7) credits.
  - c. The maximum course load in the summer semester for a student in his last semester is (9) credits, provided that his cumulative average in the semester that includes the last 28 credits is not less than.(2.00)
5. The credit hours obtained by the student while passing the placement tests in a semester are not counted in the course load for that semester.

### Subject Numbering System

1. All items are numbered with a unique identification number consisting of the following:
  - a. The beginning of the course code consists of 2,3 or 4 letters indicating the name of the course or the academic department.
  - b. The course number consists of 3 digits to determine the course and its level for students and the academic program.
2. The 3-digit subject number in general, refers to the following levels of the degree:
  - a. 099-001: Preparatory Program subjects without credit hours at the undergraduate level and these subjects are available for students of the preparatory program.
  - b. 199-100: First year subjects :freshmen (with credit hours for the undergraduate level only.
  - c. 299-200: Second year undergraduate subjects :sophomore (with credit hours for the bachelor's level only.
  - d. 399-300: Third year undergraduate subjects :junior (with credit hours for the undergraduate level only.
  - e. 499-400: Fourth year subjects :senior (with credit hours for the undergraduate level only, with the exception of the elective courses in the programs.

3. All sections offered for registration during a particular semester are defined by:
  - a. A number of 4 digits or letters assigned to identify each section of the subject.
  - b. A unique 4-digit subject reference number for use in electronic registration processes, and it expires at the end of the specified semester.

#### Study Schedule

1. A detailed study timetable for the courses is prepared for each semester and announced well in advance of the registration date for that semester.
2. The study timetable includes detailed information related to the sections offered in all courses in that semester, according to the following data:
  - a. Code and number of the course and section and its reference number.
  - b. The credit hours for the course in the semester.
  - c. Determine the days and times of the weekly lectures.
  - d. Determine the location of the building and the classroom for each section.
  - e. The name of the professor assigned to teach the section.
3. Preparing and updating the study timetable is a joint responsibility between the relevant authorities and under the guidance of the Deanship of Student Affairs.

#### Study Schedule policy:

1. The Deanship of Student Affairs is responsible for following up the preparation and updating of the study schedule, including the development of the regulations and processes for its preparation, setting the date for preparing the study schedule and the deadlines associated with it, in coordination with the faculties and the study schedule office in addition to reviewing the availability of faculty members for the proposed schedule, approving the dates of final exams, and preparing the final exam schedules. This is in addition to approving the changes that may occur to the courses and places of lectures after the announcement of the schedule.
2. Each college has to present separately the courses and sections that will be included in the study schedule, including the method of organizing lectures in general, deciding the number of students per section, the possibility of holding a unified exam for multi-sections courses, defining the names of professors, any requirements for the courses, and the quality of the hall and equipment needed for each course.
3. The schedules Committee and under the supervision of the Deanship of Student Affairs is entitled to organize the lecture dates by days and hours, and specifies the buildings and halls for each lecture and section.
4. The process of setting the study schedules for the regular semester (first or second) begins immediately after the end of the add and drop period for the previous semester.
5.
  - a. The registration of students who are allowed to register in the summer semester courses depends on the instructions approved by the Deanship of Student Affairs.
  - b. Each college has to submit separately a proposal for the courses and sections of the summer semester to the Vice Dean for Academic Affairs.

#### Academic Advising

1. The student's college is responsible for assigning an academic advisor for each student since joining the university. When the student starts his major, the academic departments in the specialized colleges are responsible for assigning an academic advisor for each student in line with his/her academic major and academic level.



2. Colleges are required to prepare and update study plans for all majors to include all requirements for obtaining a degree.
3. Colleges and academic departments are obligated annually to provide students with the completed graduation requirements.
4. Faculties and academic departments organize academic advising for students prior to each registration period and students are required to participate in this process.
5. Students who change their registration in a way that does not comply with the academic advising according to their study plan, are responsible for the consequences of this change, which may affect their study progress for obtaining the degree.
6. Requests to change majors are submitted to the Department of Admission and Registration according to the dates provided in the calendar.
7. A student may not change his major in the college by personal desire more than twice throughout his study in the college.

#### Registration / Add and Drop

1. Two registration periods are held for each semester.
  - a. Registration for regular students.
  - b. Registration for new students.
2. All students are required to register during the registration period allocated to them.
3. Students who have not registered until the end of the registration period for a semester, will have their registration suspended for that semester.
4. A period for withdrawal and addition is allocated at the beginning of each semester for registered students during which they can amend their registration, and it is announced in the academic calendar.
5. Students and according to the study load requirements are allowed to add courses during the first week (add and drop period) of the regular semester, and during the first two days of the summer semester.
6. According to the academic load requirements, students may withdraw from one or more courses within a period of 12 weeks at the beginning of the regular semester, and within two weeks of the beginning of the summer semester.
7. Students whose registration is suspended and who did not register in the regular semester following the suspension of registration, are expelled from the university for dropping out of the study unless they submit a request to stop registration willingly.

#### Withdrawal and Postponement

1. A student may postpone for a semester without being considered a failure if he presents an acceptable excuse to the authority determined by the University Council, within a period of time determined by the executive rules approved by the University Council. The student is given a grade of (p) or (W). This semester is counted from the time required to complete graduation requirements.
2. An excused withdrawal from one or more courses in the semester is permissible in accordance with the executive rules approved by the University Council.
3. The Deanship of Student Affairs studies the request for postponement and the procedures for this postponement are completed at the Registration Department if it is accepted.
4. If a student obtains grades before requesting to withdraw from one or more courses, all grades are kept in his/her academic record.

5. A student may withdraw from one or more courses in a semester. This is according to the periods specified in the academic calendar approved by the University Council in the following order:
  - a. An excused withdrawal from one or more courses with a withdrawing grade (W) From the third week to the twelfth week.
  - b. An excused withdrawal from all courses with a withdrawn grade (W) from the twelfth week to the fourteenth week.
  - c. An excused withdrawal from all courses with a withdrawn grade with satisfactory performance (WP) or a withdrawn grade with a failing grade (WF) during the fifteenth week of the semester .The grade is determined by the professor of the subject and the approval of the head of the concerned department .This is based on the student's academic achievement before his request to withdraw.
6. A preparatory year student may not withdraw from any of the preparatory year program courses. In the event that he wishes to withdraw from all those courses, the regulations for withdrawing from all those courses shall apply to him as well as the withdrawal regulations contained in the academic calendar approved by the University Council for the preparatory year program .The president of the university or whoever he delegates may, in necessary cases, make an exception from this.

#### Repeating a Course

1. The student must repeat the compulsory subjects in which he failed.
2. The credit hours completed in a specific semester are counted in the student's academic record once, regardless of the number of times the student has studied.
3. If the student fails in a compulsory course, he must repeat it. The student can also re-study any course twice in order to improve his GPA. All courses that the student has studied or re-studied appear in the student's academic record. The last grade of the courses that the student has re-studied is considered in calculating his cumulative average, and it's written in the notes related to the subject that the student has re-studied

#### Attendance And Absence

1. A regular student must attend lectures and laboratory classes, and he is prohibited from attending the final exams if his attendance percentage is less than the percentage determined by the University Council, provided that this percentage is not less than 75% of the lectures and lab classes specified for each course during the semester .A student who is denied entry to the final exams due to absence is considered a failure in the course and is given (DN).
2. If the student's absence in the course without an excuse exceeds (25%) of the lectures and lab classes specified for the course, the student is not entitled immediately to continue the course, nor is he entitled to attend the final exam and he is given (DN) in his academic record.
3. Each student is responsible for following up the absence record for each subject registered through the online portal
4. The college is responsible, in coordination with the concerned academic departments, to find an appropriate mechanism to make up for missing lectures.

### Study Duration

1. Study plans are designed to be around at least eight semesters for the undergraduate level, and the student is allowed twelve (12) regular semesters, The study period in the preparatory program is not included.
2. The minimum length of study at university for obtaining a degree in all faculties for students transferred from other educational institutions, is the completion of at least 60% of the total credit hours required to obtain a certificate, not counting the introductory and remedial courses.
3. The Deanship of Student Affairs determines the maximum study length for students transferred from other educational institutions based on what the student has previously studied.

### Exams and Academic Assessments

1. All the courses are subject to periodic assessments to measure the level of academic performance in addition to the final exam. The requirements, dates, and deadlines for periodic assessments should be detailed in the study plan for the subjects.
2. The Deanship of Student Affairs prepares the schedule of final exams dates along with the preparation of the academic schedule for the semester courses. The schedule of final exams is announced on the university's website and students are informed directly by the academic advising units in the faculties and the preparatory program.
3. Final examinations of regular semester courses shall be held during the official period specified for the final exams at the time and date specified in the study schedule announced by the admission and registration department. Laboratory classes may be held in the week preceding the Final Exam date. The date and time may be changed for exceptional circumstances outside the official period specified for the final exams after obtaining the prior approval of the Vice Rector for Academic Affairs:
  - a. The dean, whose college offer the courses, should submit a written request to change the date of the final exam, accompanied by documents, stating the details and exceptional circumstances that called for the request for such change to the vice dean of the university. A copy of that request should also be submitted to the Deanship of Student Affairs at least one week before the start of the final exams.
  - b. The Deanship of Student Affairs makes recommendations to the Vice-Dean of the University about the necessity and appropriateness of the request submitted.
  - c. In the event that the Vice-Dean approves the request submitted to change the date of the final exam, students must be notified of this change sufficiently before the new date of the exam.
4. The dean of the college that submits the request, may agree to amend the date and time of the final exam within the official period specified for the final exams, in coordination with Student Affairs. Students must be notified of this change well in advance of the new exam date.

5. Determining the time and date of the final exam for a section depends on the official time for the same section announced in the academic schedule, according to what is specified in the officially approved final exam schedule.
6. After obtaining the prior approval, a unified exam may be held for all students in the multi-section courses, and a specific date and time for the examination is set for all the sections according to the following:
  - a. A unified examination is an examination held and administered simultaneously with the same content for students enrolled in a course for two sections and more.
  - b. All sections of the same course are subject to a unified examination at the same time.
  - c. In general, the size of the course or section alone or the space required to hold the unified exam does not affect, and students are distributed different forms of the original exam.
7. The unified Midterm and Final examinations may be organized according to the following mechanism:
  - a. The approval of the head of the academic department.
  - b. Dean's approval.
  - c. The approval of the Deanship of Student Affairs.
8. Supervising the unified exam is the responsibility of the academic department and the college to which the course belongs.
9. The unified final exam date may not be rescheduled, and the student may take a maximum of two final exams on the same day. Students who have more than two final exams on the same day, have the right to have their exams rescheduled based on a request submitted on time to his/her college counseling unit to determine an alternative date for the additional exam.
10. The week prior to the week of the final exams is considered a period free of any exams, quizzes or any other activities included in the distribution of grades except for the laboratory exam. The registration office, in coordination with the faculties, must announce the halls of all final exams two weeks before the start of the final exam.
11. The teaching plan for the course must include the time and date of the final exam announced by the Deanship of Student Affairs. The instructor of the course should announce the location of the final exam at least two weeks before the start of the final exams.

#### Schedule and Administration of Final Examinations

1. The Dean of each college must ensure that all final examinations are conducted and administered in accordance with established control regulations and policies.
2. Only students enrolled in the course whose absence percentage is not as high as 25% are entitled to take the final examination.

3. A student entitled to enter the final examination room must show his or her university card or any other official proof with his or her photograph on it.
4. A student who has the right to enter the final exam hall and does not show his personal ID, is allowed to take the exam if he is known to the instructor of the course.
5. All final examinations must be monitored by a sufficient number of faculty or staff members to ensure the proper conduct of final examination procedures:
  - a. For exams that are held in regular classrooms, this requires two invigilators from faculty members for every (20) students in each classroom.
  - b. For examinations in large halls, at least one invigilator from faculty members for every (10) students is required.
  - c. For unified final exams, the college or the academic department that presents the course is responsible for providing invigilators and auditors on university cards to ensure the integrity of the exams.
  - d. For the unified final exams for general subjects, the faculties are collectively responsible for providing invigilators to ensure the integrity of the examination process and to check the university cards of the students.

### Summer Semester

1. The university may organize one or more summer semesters during the academic year.
  - a. The maximum duration of the summer semester is eight weeks, not including the final exam period. The courses offered in the summer semester must be equal to those offered in regular semesters in terms of the number of credit hours and the number of teaching hours.
  - b. The summer semester course schedule is considered intensive, and the student is not entitled to register for more than (9) credit hours, with the exception of students expected to graduate, who may register for a maximum of (140) credit hours.
2. Courses which may be offered during the summer semester are subject to tuition fees and other fees as determined by the University Council.
3. University students may register for courses with credit hours in other educational institutions recognized by the Ministry of Education during the summer semester. Acceptance and calculation of these hours at the university is subject to the following conditions:
  - a. The student must obtain the prior approval from his college to study the summer semester at recognized educational institutions.
  - b. Courses completed from other educational institutions during the summer semester are counted if their grades are (C) or more.
4. The grades completed in other educational institutions in the summer semester are not included in the calculation of the average (cumulative and semester) at the university.

### Visiting Students

1. The university may register visiting students.
2. Registration of visiting students depends on the capacity and requirements of the programs.

3. Visiting students must pay the tuition fees and any other fees in advance as announced by the university.
4. The academic record is issued to these students to show the courses in which they registered and the grades they obtained.
5. Visiting students are accepted based on the capacity of the announced courses in the departments.

## Grading Policy and Its Distribution System

### Overview

This policy and its procedures cover systems and procedures related to grades including the system of grading of courses, semester and cumulative average, academic accreditation, grades in preparatory program courses, incomplete grades, grades in repeated courses, grades of courses calculated from other educational institutions, entry of grades and the way to view them, grievances related to them, how to change them, and how to keep grades records.

### Area of Application

Apply to all undergraduate students and faculty and administrative members at the university.

### Objective

This policy is to ensure that the grading system operates in a manner consistent with standards, principles, academic integrity and expectations that are appropriate to the educational mission and academic programs and operate with the necessary effectiveness, consistency and fairness.

### Policy:

1. At the end of each semester, students' grades in all courses are recorded using numerical values that are converted into values written in letters to indicate students' performance according to the approved procedures specified in this policy.
2. The final grades for the courses are recorded individually for each student, and are based on the honest evaluation by the faculty member for the student's academic performance in the course.
3. Final grades are awarded only to students who are officially registered in the course.
4. All students have the right to view the results of their performance in the courses in which they registered during the semester through the electronic portal, the bases on which these grades were awarded, and the opportunity to file grievances when the student believes that his grade was wrongly awarded or recorded.
5. In each program, the university determines the courses whose grades are not included in the calculation of the cumulative average .In addition, the courses completed by the student in other educational institutions are not included in the calculation of the cumulative average.

## Grading policy Procedures and Distribution System

### Course Distribution System

At the end of each semester, the student's performance in each course is evaluated and given a grade using numerical values to indicate the student's overall performance in that course. The

numeric value of the course grade is converted to and recorded as a letter value. Below are the final grades for the courses, along with the standard points that are used in calculating the semester and cumulative average.

Table 1 : Categorization of Grades for undergraduate subjects.

Percentage	Grade Letter	Grade Category	Out of (4.00)
100-95	A+	Exceptional	4.00
From 90 to less than 95	A	Outstanding	3.75
From 85 to less than 90	B+	Excellent	3.5
From 80 to less than 85	B	Very good	3.0
From 75 to less than 80	C+	Good	2.5
From 70 to less than 75	C	Average	2.0
From 65 to less than 70	D+	Satisfactory	1.5
From 60 to less than 65	D	Pass	1.0
Less than 60	F	Fail	0

### Semester and Cumulative Average

- GPA is a mathematically calculated value that summarizes a student's academic performance for a specified period of time. At the end of each semester, the university calculates, records and prepares a report on the semester average and cumulative average for each student.
- GPA is a numerical average of the value that represents the student's final grades in a given semester (semester average) or for all semesters including the last semester (cumulative grade point average) on a 4-point scale that reflects the credit hours allocated to each course. GPA is a decimal that includes two digits in addition to the decimal point. Non-credit course grades and hours transferred from another educational institution are not counted in the average calculation.
  - The semester average is the sum of points resulting from the multiplying of the grade weight for each course in the credit hours divided by the total number of credit hours in that semester.
  - The cumulative average is the sum of the points resulting from the multiplying of the grading weight for each course by the credit hours since the student joined the university until the date of calculating the GPA divided by the total number of credit hours for the student.
- The semester and cumulative GPA is affected by the exclusion of some course from the GPA calculation - according to the university's policy - and the excluded subjects must be indicated in the academic record and the final grade point average.
- The grades of all the student's courses are recorded in his academic record, and the cumulative average is included in all the courses studied by the student at the university.
- The grades and hours of courses completed in other educational institutions before transferring to the university will not be counted in any of the average calculations, with the exception of courses that have been repeated, according to the university's approved repeated courses policy.

### Academic Excellence (Honors List)

1. Honors are awarded to graduate students as follows:
  1. The first honors rank is awarded to the student with a GPA from (3.75) to (4.00) out of (4.00).
  2. The second honors rank is awarded to the student who obtains a GPA from (3.25) to (3.74) out of (4.00).
  3. The third honors rank is awarded to the student with a GPA from (3.00) to (3.24).
2. At the end of each semester, the Registrar of the University shall include the names of the outstanding students in the Undergraduate Distinction List. This is according to their semester averages on the one hand, and the number of points they obtained in that semester on the other hand: This is as follows:
  1. First Distinction Rank: Semester GPA between (3.75) - (4.00), provided that the number of points is not less than (60) points.
  2. The second Distinction Rank: the semester average between (3.50) and less than (3.75), provided that the number of points is not less than (56) points.
  3. Third Distinction Rank: The semester average is between (3.00) and less than (3.50), provided that the number of points is not less than (48) points.
  4. The student obtains an excellent grade in the academic year if he obtains one of the distinction ranks in both the first semester and the second semester of the same academic year.

### Grades in the Preparatory Program Courses

1. The grades obtained by the student in the preparatory year courses are recorded in his academic record, and these grades are not counted in the cumulative average of his university study. The effect of the student's academic status at the university level remains according to what it was during the student's last semester in the Preparatory program.
2. The student passes the preparatory year when he obtains a cumulative GPA (2.00 out of 4.00) with a good grade(c) in all English and Mathematics courses and obtain a grade of no less than acceptable (D) in the rest of the preparatory year courses .The student starts the first university level, and he has the right to choose any of the majors offered by the University according to the regulations approved by its administration.

### Incomplete Grading

1. The student must take the final exam for all the courses in which he is registered, otherwise he will be considered as having failed the course which he didn't sit for its exam.
2. An "incomplete" grade is granted to the student who is entitled to sit for the final exam in the course and was not able to attend it according to the following cases:
  1. If the student fails due to tough conditions or illness reasons accepted by the Dean, an "incomplete" grade is granted and the student must remove an "incomplete" grade during the next semester, The grade that he obtains next semester is recorded instead of an "incomplete" grade. If the student is not able to remove an "incomplete" grade within the specified period, he will be considered a failure in the course.



2. In the event that the excuse is not accepted, a grade of (zero) is recorded in the final exam, and the student is considered to have failed the course, and a grade of (F) is recorded for him in his academic record.
3. The student is responsible for submitting documents justifying his absence until he is granted an “incomplete” grade within a month of announcing the results of that semester. In the event of approval, the college coordinates with the student to set another date for taking the exam.
4. An "incomplete" grade isn't counted in the semester and cumulative average.
5. A student who receives an incomplete grade is not obligated to enroll in the course in which he/she received an “incomplete” grade in the following semester.
6. The student who is expected to graduate in the semester in which he obtained an incomplete grade must take the exam during the first week of the following semester. The department council, which is responsible for the course based on the recommendation of the course instructor, may allow the student to complete the requirements of any course in the following semester. The student records an incomplete grade (L) or (IC) in his academic record, and only the grade obtained by the student is calculated after completing the requirements for that course. If one semester passes and an incomplete grade (L) or (IC) is not changed in the student’s record for not completing it, it will be replaced by a failed grade (E) or (F) and it is calculated in the semester and cumulative average.
  1. The course professor may allow the student to complete the course requirements during the next semester, in exceptional cases out of the student's control.
  2. The course instructor records an incomplete grade (IC) and writes a report to the head of the department that includes the reasons and justifications on the basis of which the grade was recorded, as well as the necessary procedures to complete the course requirements, and the specified period for that.
  3. The student must complete the course requirements within a period not exceeding the end of the following semester, and exceptions may be made in the following cases:
    1. If a student receives an Incomplete grade (IC) in a Cooperative Internship, he or she may extend the period for completing the requirements of that course for another semester, with the approval of the head of the concerned department.
    2. If the student obtains an incomplete grade (IC) in a course, in the semester immediately preceding his registration for Cooperative Internship, with the approval of the head of the concerned department, he may extend the period for completing the requirements of that course for a maximum period of one semester after returning from Cooperative Internship program.
    3. If a student obtains an incomplete grade (IC) in a course, and in exceptional cases and with the approval of the course instructor, the student can be given an exceptional opportunity to complete the requirements of that course for a maximum of two following semesters.
  4. When the student completes the course requirements within the specified period, the course instructor must change the grade from an incomplete grade (IC) to the

grade he deserves in that course, and he shall notify the university registrar of that during that period through the head of the relevant academic department.

5. If a faculty member does not change an incomplete grade (IC) within the specified period, the university registrar shall change that grade to a failing (F) and notify the student, course instructor, and head of the department.
  6. A student may not be re-enrolled in a course in which he received an incomplete grade (IC) prior to the change of grade.
  7. The incomplete grade (IC) may affect the student's academic status to be suspended in this semester, and this extends to include the distinction ranks.
  8. A student may not register for any course for which the course that received an incomplete grade (IC) is considered a prerequisite.
7. No student may graduate with an "incomplete" grade on his academic record.

### Grading of Repeated Courses

1. The student must re-register the course or the compulsory courses in which he failed.
2. The student must re-register in the optional course or courses in which he fails, or register in another course or alternative courses in accordance with the approved study plan.
3. When a student passes a course, all grades of failure are deleted when calculating the cumulative average, and the student keeps his grades obtained in the repetition.
4. All the courses studied by the student and the grades he obtained are recorded in the academic record, with a special mark placed in front of the failing grades, which is omitted when calculating the cumulative average.
5. If the student fails a compulsory course, he must repeat it, and the student can also re-study any course twice in order to raise his academic average. All courses that the student has studied or re-studied appear in the student's academic record, and the last grade of the courses that the student has re-studied is considered in calculating his cumulative average. It should be written in the notes field of the course that the student has re-studied. Because of the importance of the stability of the semester and cumulative averages in the student's academic record, the semester and cumulative averages change in the semester in which the course or courses are re-studied.
6. All courses studied by the student are recorded in his academic record, whether they are calculated in the cumulative average or not.

### Placement Tests Grading

1. Students may pass courses included in their study plan in the Preparatory Program while passing placement tests. exams.
2. Placement tests must demonstrate that the student has satisfactorily met the course requirements.
3. The courses obtained by the student as a result of passing the placement tests are recorded in his academic record and are not included in the calculation of the semester and cumulative average.

### Grades of Courses Transferred from other Educational Institutions

1. It is allowed to accept the transfer of credit hours at the university for courses that have been completed in other accredited educational institutions within the conditions of transfer.
2. Courses and credit hours accepted for transfer to the university are recorded in the student's academic record and are not included in the calculation of the cumulative average.

## Grades Entry

1. The instructor of the course is directly responsible for entering the course grades for all students in accordance with the criteria that were set in the teaching plan for the course and in accordance with the dates and procedures for entering the grades announced at the university.
2. The course instructor enters the course grades directly into the student information system in accordance with the university's grade entry policy.
3. Final grades must be entered within (72) hours from the end date of the final exam for the subject as stipulated in the official schedule of final exams for the semester. For each final exam, a supervisor (department head or course coordinator) is assigned to undertake the following tasks:
  1. Supervising the conduct of the examination in accordance with the instructions issued in coordination with the Examination Supervisory Committee.
  2. Receiving the students' signature from the Examination Supervisory Committee twenty-four (24) hours before the start of the examination.
  3. Receiving the invigilation schedule from the Examination Committee twenty-four (24) hours before the start of the examination.
  4. Receiving a backup copy of the exam questions from the course instructor or coordinator twenty-four (24) hours before the start of the test.
  5. Attending the examination supervisory committee at least half an hour before the exam time.
  6. Responding to students' inquiries within the allowed limits, or calling the course instructor if there is an inquiry from the student regarding the exam questions within the first half hour.
  7. Maintaining the quietness of the examination hall throughout its duration.
  8. Supervising all invigilation work, and ensuring that all invigilators adhere to the followed instructions.
  9. Counting the answer sheets and attendance and absence sheets at the end of the exam and hand them over to the Examination Committee.
  10. Preparing cheating reports and referring them to the behavior control committee.
  11. Submitting a report on the progress of the examination to the Chairman of the Examination Committee immediately after its completion, in cooperation with the Academic support and advising unit.
4. The instructor of the course must record and enter the final grades for the course, including semester work, exams, laboratory work, mid-term exam, and others on-time during the semester and finish them before the start of the date for entering the final grades.
5. The grades must be entered for courses completed during a part of the semester before the start of the regular period for entering grades at the end of the semester.

## Viewing the Grades and Grievance Requests

1. The student may view his grades in the courses after entering them into the Student Information System.
2. The student has the right to discuss his performance in the course during the semester with the professor of the course.
3. A student who wishes to complain about his final grade in a course may submit a grievance request within a maximum period of two weeks from the date of announcing the grades of that semester, according to the following steps:

1. The student must first raise his grievance directly to the course instructor to request a clarification about the validity of his final grade.
2. If the course instructor is convinced that there is an error, the procedures related to adjusting the grades and mentioned later in procedure (12) must be followed.
3. If the instructor of the course is not convinced that there is an error in the final grade and the student insists that there is an error, he may discuss the matter with the head of the academic department to which the course belongs.
4. If the student insists that there is an error in his grade after meeting with the head of the academic department, the student may report the matter in writing to the Dean.
5. The Dean forms a committee of three faculty members - not among whom is the course instructor - to review the details related to the accuracy of the student's final grade and submit its recommendations to the Dean.
6. The Dean shall submit his recommendation to the Vice Dean for Academic Affairs at the University within two weeks of receiving the student's grievance, and the Vice Dean's decision shall be final.
7. The Vice Dean for Academic Affairs reviews the cases presented to him and provides the Deanship of Student Affairs and the Dean of the concerned college with a decision no later than the end of the sixth week of the following semester.
8. The Office of the Deanship of Student Affairs makes the necessary modifications in the student's records through the system.

#### Grade Sheets

1. The course instructor must keep all grade documents, graded papers, research papers and related activities that constitute the final grade of the course for a full year following the semester in which the final grade was given, and a copy of the grades should be kept in the relevant academic department for the same period.
2. The academic department must ensure that the instructor of the course who will leave the university has handed over the records of the corrected papers, grades and documents of the courses he taught to the head of the concerned academic department or his representative, and that the period stipulated above has not passed.
3. The academic department must keep the corrected papers (middle and final) for a whole year, after which they are ripped by the college in accordance with the procedures followed in this regard.

#### Grades Editing

1. The instructor of the course may request to amend the final grade of a student after announcing the results, due to a specific error such as the loss of certain papers or an error in the calculation process.
2. Once the final grades for the courses are entered and announced, the Deanship of Student Affairs is responsible for any grade adjustment through a request submitted by the relevant instructor of the course and with the approval of the head of the academic department and the dean. All cases must be reviewed and approved by the Vice Dean for Educational Affairs Committee.
3. It is not allowed to amend a final grade for a course after a regular semester has passed since it has been awarded. In exceptional cases, the Dean may request an approval from the University's Vice Dean for Educational Affairs for a grade modification after the

expiry of the aforementioned period and he must attach the evidence and documents required for the amendment and he needs to justify the delay as well.

## Case Study Policy

### Overview

This policy and its procedures cover student academic placement and warning, expulsion, academic status and transfer notifications.

### Field of Application

Apply to all undergraduate students and members of the faculty and administrative in the university.

### Objective

This policy is to ensure that the progress of the student's academic evaluation processes and his eligibility to continue registration and academic progress, is in a correct manner that is in accordance with the principles, standards and academic expectations in line with the educational mission of the university, while ensuring that it operates effectively and fairly.

### Policy:

1. The academic status of each student is determined at the end of each semester based on the cumulative or semester average. It is as one of the following: good academic standing, academic probation or academic dismissal.
2. The student's eligibility to continue enrolling in the subsequent semester and the extent of his progress in the university or academic program is determined at the end of each semester based on the student's academic status.

### Procedures of Study Case Policy

#### Academic Status

The student's academic status is considered good if his cumulative GPA isn't below the minimum (2.00), and the student is supposed to maintain this status until graduation.

#### Academic Warning

1. If the student obtains a cumulative average of less than two points (2.00), he will be placed under an academic probation:
  1. First Academic Probation: The student is placed under an academic probation after his results appear at the end of each semester, if his cumulative GPA is less than (2.00).
  2. Second Academic Probation: The student is placed under a second academic probation after his results appear at the end of each semester, if his cumulative average remains less than (2.00) for the next consecutive semester.
  3. Third Academic Probation: The student is placed under the third academic probation after his results appear at the end of each semester, if his cumulative average remains less than (2.00) for the third consecutive semester. -2
2. A student on academic probation (first warning, second warning, or third warning) is allowed to continue enrolling in the subsequent semester with a study load as low as 15 credit hours.
3. The student who has been academically warned must raise his cumulative average to at least two points (2.00) by the end of the semester, following the semester in which he was given the academic warning.

4. If the student is not able to raise his cumulative average to two points (2.00) by the end of any semester, following the semester in which he received the first warning, he will be given a second academic warning.
5. If the student is unable to raise his cumulative average to (2.00) points by the end of any semester, following the semester in which he received the second warning, he will be given the third academic warning and he will be academically dismissed from the university.
6. **The student who obtained the third academic warning:**
  1. The university has the right to suspend the student from studying for one semester or more after the third academic warning and after discussing his status in the relevant college council and submitting a recommendation to the university council towards him.
  2. The president of the university or his representative may give an opportunity to a suspended student that allows him to continue his study. This is based on the recommendation of the relevant college council.
  3. If the suspended student wishes to continue studying, he must submit a request to resume his study within the specified period according to the approved university calendar, and the Admission and Academic Calendar Committee, in coordination with the dean of the college in which the student is enrolled, considers the possibility of returning him after the suspension period. The student's suspension period is not counted from the period set for completing the academic degree requirements.
7. The summer semester is not included in the calculation of academic probation periods.
8. Ending the effect of Academic Probation or Suspension
  1. A student who is under a first or second academic probation, or who is suspended due to a low GPA and due to receiving successive warnings, may end the effect of the suspension or academic probation if he manages to raise his cumulative GPA to (2.00) or more, and his academic status returns to (good academic standing).
  2. If a student who has just finished the effect of an academic probation is not able to maintain a cumulative GPA equal to (2.00) or more, his academic status returns to the first academic probation.
  3. If the student under the first or second academic probation manages to obtain a semester average of 2.00 or greater, his academic status will remain the same if he is not able to raise the cumulative average to more than or equal to 2.00, and he will have another opportunity for the next semester to adjust his level.
9. In all cases, the number of academic warnings may not exceed three warnings during the study period at the university, with the exception of students included in item (f).
10. The Deanship of Student Affairs, in coordination with the concerned faculties, sends academic warnings to the student via his e-mail.

#### Academic Status Notification

1. A student is considered to be in good academic standing unless otherwise indicated in his academic record.
2. The Deanship of Student Affairs notifies the faculties of any change that may occur on the student's academic status at the end of each semester after the results are announced, or at any time during the semester.:

1. Notifying the student of any change in his academic status is the responsibility of the Dean and the Deanship of Student Affairs.
2. Notifications of a change in academic status sent to a student's e-mail are official notifications.

### Transferring between Colleges and Academic Status

1. Students with good academic standing are allowed to transfer between colleges in accordance with the procedures, dates, and conditions determined and announced by the university, taking into account the following:
  1. Transferring between colleges is carried out according to the capacity of each college, and according to the approved admission criteria required to maintain the approved admission criteria, and the regulations set by each college.
  2. The student must complete all the requirements for transferring to the college before transferring taking place, whether by registration, equivalency of courses, taking exams, or any other requirements.
  3. The transferred student is not required to study the equivalent subjects in his new study plan, whether they are general subjects or any other equivalent subjects.
  4. The student has the right to transfer from one college to another by personal desire.
2. All grades for the courses studied at the university are counted in calculating the student's cumulative average.

## Degree Completion and Graduation Policy

### Overview

This policy and its procedures cover the systems and procedures related to the requirements for granting a degree in terms of the title of degrees at the undergraduate level, the structure of its educational programs, the conditions and restrictions placed on the credit hours for transferred students, certification of completion of the degree, graduation grade and honors degree.

### Field of Application

Applicable to all undergraduate students and faculty members.

### Objective

This policy is to ensure that the process of approving the completion and awarding of academic degrees at the university runs in accordance with the principles, standards and expectations that are in line with the educational mission of the university, and works with effectiveness, justice, compatibility and the necessary integrity.

### Policy:

1. Undergraduate degree programs at the university are aligned with the general content, academic expectations, and learning outcomes found in peer university programs used in the benchmarking.
2. The university offers academic programs at the undergraduate level of high quality and excellence by adopting general academic requirements that suit all students in various faculties, meeting the educational needs of the community through the establishment and offering of academic programs with internationally recognized standards.

3. The university recognizes students' academic achievement by awarding graduation grades with honors.

## Procedures of Degree Completion and Graduation Policy

### Undergraduate Degrees

A bachelor's degree is awarded to students who have achieved the minimum requirements of credit hours, cumulative grade point average, and other requirements for the program in accordance with the university's applicable regulations and policies.:

1. The credit hours required to obtain a bachelor's degree depend on the student's academic program.
2. The cumulative GPA must not be less than two points (2.00) to obtain a bachelor's degree out of 4.
3. A bachelor's degree will not be awarded to a student if his academic record contains an "incomplete" grade.
4. The student is allowed to register in some additional courses at the university in case he needs to raise his cumulative average to achieve the minimum required for graduation, based on the recommendation of the academic advisor and the approval of the dean.
5. Students should have actually studied 60% of the total academic units as a minimum, of undergraduate courses at the university in order to obtain an academic degree from University of Prince Muqrin bin Abdulaziz. These units should include courses in his major of no less than (25) credits.

### Components of the Undergraduate Degree Program

Bachelor's degree programs vary from college to another and may include five specific components (at different levels depending on the nature of study ,(each with a minimum number of credit hours, specific subjects and/or skills and abilities:

1. University requirements: These are courses offered to all students at the university.
2. College requirements: These are courses offered to students of the concerned college and may vary based on the student's major.
3. Major requirements: These are courses offered to students of the major, including the sub-specialty and the track, and they vary according to the student's academic major.
4. Free courses: These are courses that the student can choose from his college or from other colleges to complete the requirements for the degree and may vary according to his study plan.
5. The college may suggest offering one or more minor majors within its academic programs, and this is reviewed and approved according to the procedures followed in the university.
6. A student may submit a request to the dean of his college to include an approved minor in his study plan.

### Regulations of Calculating the Approved Credit Hours when Transferring from Another Educational Institute in the Undergraduate Level

1. Courses with credit hours may be transferred from other educational institutions recognized by the Ministry of Education.
2. A student transferred from other educational institutions must study at least 60% of the total credit hours to obtain a degree at the university.



3. The decision of equivalence of the transferred credit hours to the requirements of the academic degree at the bachelor's level is considered a decision of the college.
4. Upon the student's initial admission to the university as a transfer student, he must obtain approval from the concerned college to transfer the completed hours from other educational institutions.
5. The credit hours for courses completed in other educational institutions are calculated if their grades are (C) or higher.
6. The credit hours for the courses are calculated from the completed hours of the student's study plan and are not calculated in the average.

### Graduation Application

1. A student who is expected to graduate in a particular semester, must submit a graduation application to Student Affairs and the Deanship of Student Affairs no later than the last day of withdrawal without fail in that semester.
2. The academic advisor must provide the Deanship of Student Affairs with the student's registration form in his last semester, specifying the remaining courses for the student in his study plan.

### Degree Completion Approval

1. The student's college is responsible for confirming that he/she completes the requirements for the degree.
2. The Deanship of Student Affairs at the university shall certify the completion and awarding of academic degrees according to what is recorded in the Student Information System.
3. Degrees are awarded at the end of the first, second and summer semesters.
4. The official date for granting a degree in a semester is the date of announcing the results of that semester according to the official academic calendar, and it is recorded in the student's official academic record regardless of the date of the approved degree.

### Cumulative GPA

The student's cumulative GPA upon the student's graduation, based on his cumulative average, is as follows:

- **(Excellent)** If the cumulative GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
- **(Very Good)** If the cumulative GPA is from 3.75 to less than 4.500 out of 5.00 or from 2.75 to less than 3.50 out of 4.00.
- **(Good)** If the cumulative 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.
- **(High Pass )** If the cumulative 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 student must graduate from the university's colleges with a grade of no less than good and a cumulative GPA of no less than (2.00) out of (4.00).

### Graduation with Honors

1. Honors are awarded to graduated students as follows:
  1. The first honors rank is awarded to the student with a GPA from (3.75) to (4.00) out of.(4.00)
  2. The second honors rank is awarded to the student who obtains a GPA from (3.25) to (3.74) out of.(4.00)
  3. The third honors rank is awarded to the student with a GPA from (3.00) to(3.24) .

To obtain a first, second or third honors degree, the following are required:

1. The student should not have failed in any course he studied at the university or at another university.
  2. The student must have completed graduation requirements within a maximum period of time between the minimum and maximum period of stay in his college.
  3. The student must have studied at the university from which he will graduate for at least (60%) of the graduation requirements
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2. At the end of each semester, the Registrar of the University shall include the names of the outstanding students in the Undergraduate Distinction List. This is according to their semester averages on the one hand, and the number of points they obtained in that semester on the other hand. This is as follows:
    - a. **First Distinction Rank** :Semester GPA between (3.75) - (4.00), provided that the number of points is not less than (60) points.
    - b. **The Second Distinction Rank**: the semester average between (3.50) and less than (3.75), provided that the number of points is not less than (56) points.
    - c. **The Third Distinction Rank** :the semester average between (3.00) and less than (3.50), provided that the number of points is not less than (48) points.
  3. The student obtains an excellent grade in the academic year if he obtains one of the distinction ranks in both the first semester and the second semester of the same academic year.

## Academic Calendar

### Overview

This policy and its procedures are the rules related to the university calendar, which include determining the academic year, the basic rules of the university calendar, final exams, and preparing and approving the university calendar.

### Field of Application

Applicable to all undergraduate students and relevant faculty and administrative staff.

### Objective

This policy ensures the preparation and implementation of the university calendar in a manner consistent with the principles, standards and expectations that are consistent with the educational mission of the university, while applying it with integrity, effectiveness and commitment.

### Policy

2. The official academic calendar is the foundation upon which the university builds its educational programs.
3. The academic year is divided on two semesters (the fall semester and the spring semester) with at least (15) weeks for each. An intensive summer semester or more may be organized. Each semester includes a period of final examinations after the end of the teaching period.

4. In the academic calendar, the main dates for admission and registration for students, all processes related to student registration during the semester, and the dates of exams, including final exams, which are conducted at the end of the teaching period for each semester, are determined in the academic calendar.

## Procedures of Academic Calendar Policy

### Academic Year

2. The university's two-semester system is divided into two main semesters in addition to an intensive summer semester or more.
3. Each basic semester includes specific periods for admission, registration, exams, lectures and final exams.
4. Each academic year begins with the first semester and ends with the end of the summer semester.
5. The last day of each main semester is the date of announcing the results.

### Credit Hours Per Semester

1. A student is granted credit hours for any course when he achieves the learning outcomes required for these courses through acceptable performance. The specific learning outcomes for any course must comply with the university's aspirations concept of credit hours, and the student must adhere to the specific hour weight for the subjects.
2. The concept of credit hours indicates the average time a student needs to achieve the learning outcomes specified for the courses.
3. The concept of credit hours includes scheduled study hours with a professor and self-study hours without a professor, such as reading, completing projects, performing homework, and preparing for lecture requirements such as exams and presentations.
4. The concept of credit hours varies according to the type of courses - theoretical lecture, laboratory class, practical training - as follows:

### *The Foundations of Building an Academic Calendar*

1. A regular semester consists of at least fifteen academic weeks, excluding public holidays.
2. A summer semester or more of a duration of not more than 8 weeks may be offered for study that does not include the admission and registration periods and final exams.
3. Before the beginning of each regular semester, A period of time is allocated to receiving new students, induction activities, academic advising, and the completion of the admission and registration processes.
4. At the end of each semester, a period for final exams is allocated, lasting for two weeks for regular semesters, and not exceeding three days for the summer semester.
5. Official holidays for religious and national occasions are taken into consideration when preparing the university calendar, and a decision on that is issued by the president in their time.
6. The university calendar includes the following:
  - a. Scheduling standard periods for lectures to ensure that students have the opportunity to register for courses, and to avoid conflicts in final exams.
  - b. The possibility of scheduling additional study days to compensate for vacation days.
  - c. Important dates and dates associated with all incidents affecting the educational process during the semester.

### *Final Exams Period*

1. All final exams are held on the same date specified in the final exams schedule issued by the university.
2. It will not be allowed to make any changes on the date of the final exams announced in the official schedule without the prior written approval of the Dean of the College as follows:
  - a. The head of the department in which the courses are offered submits a written request to change the date of the final exam outside the official period specified for the final exams, accompanied with documents and indicating the details and exceptional circumstances that called for the request for that change. This is submitted to the dean of the college and a copy of it to the Deanship of Student Affairs no later than two weeks before the start of the final exams.
  - b. The Deanship of Student Affairs submits recommendations to the Vice Rector for Academic Affairs on the necessity and appropriateness of the request submitted within two working days.
  - c. In the event that the Vice-Dean approves the request submitted to change the date of the final exam, the college must announce to the students this change sufficiently before the date of the new exam.
  - d. The dean of the college that offers the courses, may agree to amend the date and time of the final exam within the official period specified for the final exams, in coordination with the Deanship of Student Affairs. Students must be informed of the new exam date well in advance.
3. Laboratory tests are held in the week preceding the final examination period.
4. The maximum number of final exams for a student in the official schedule of final exams is two exams per day, and any exams more than that are considered redundant. The student has the right to request rescheduling this exam in the official schedule for the final exams based on a request submitted on time to his college counseling unit to set an alternative date for the overburdened exam

### *Preparing and Approving the University Calendar*

1. Preparing the university calendar is the responsibility of the Deanship of Student Affairs in coordination with the Vice Dean for Academic Affairs.
2. A proposed university calendar draft for the following year is prepared for review and approval during the second semester of each academic year.
3. After preparing the university calendar in its final form, the Deanship of Student Affairs submits it for approval.
4. An amendment may be made on the university calendar after it is approved.

## Academic Data - Academic Records

### Overview

This policy and its procedures are related to the systems related to the academic data of students in terms of content, confidentiality, access to students, transcripts, academic records, student information system, and non-academic data for students.

### Objective

This policy ensures that the academic data of students at the university, including keeping electronic data, is treated impartially and effectively in accordance with the principles, standards

and expectations of the university that are consistent with the educational mission of the university.

### Policy

1. The University shall prepare and save an official academic record of each accepted student at the university, so that it contains all the academic life for the student at the university. This is a comprehensive and permanent record and maintained by the university for an indefinite period.
2. A university number is assigned to each student admitted to the university, and this number is linked to all his records and data.
3. The academic record of the student's grades reflects a summary of the student's academic data and academic status during his academic study and the academic degree awarded to him and is considered the official document issued by the university and recognized internationally.
4. The Student Information System is considered an official and reliable source of academic data for students. The Office of the Deanship of Student Affairs is the body authorized to manage, maintain and modify the Student Information System, and access to it is granted with the approval of the Dean of Student Affairs.
5. The permissions to access the student information system can be granted to faculty members, staff and students, according to the role and responsibilities assigned to each of them.
6. The Registrar of the University is in charge of maintaining the academic records and data of the students, as well as the head of the Student Information System.

### Procedures of Academic Data Policy -Academic Records

#### Content of Students' Academic Data

1. According to international standards, the student's official academic data include at least the following:
  - a. Personal and identifying information about the student, such as name, place and date of birth, nationality, address, contact information, university number, ID number and other relevant information.
  - b. Information related to admission such as high school average, abilities, achievement, studied courses and grades, name of high school, placement test results, date of university enrollment and other relevant information.
  - c. Information related to the student's registration and academic performance, including semesters, registered and transferred courses, preparatory program courses, total hours studied by the student, total hours completed, placement tests, final grade and hours for each course.
  - d. The student's academic status at the end of each semester and the changes that occur to it and the consequent action and change of the major.
  - e. Information on courses and their final grades, transferred hours, names of educational institutions and period of study, academic degrees obtained by the student, and other relevant information.
  - f. Information related to degrees, including the name of the degree, the majors and minors, honors, and the cumulative GPA.

- g. Information related to penalties for violating the Code of Conduct, including a summary of the nature and duration of the penalty, and other relevant information.
2. Any modification to the student's academic data may be made by a request from the concerned college and the approval of the Office of the Deanship of Student Affairs, provided that it is justified and duly documented. The implementation is carried out by the Office of the Deanship of Student Affairs. Amendments may also be made to non-academic data by a request from a student and the approval of the Office of the Dean of Student Affairs, provided that they are duly documented.

#### Confidentiality of Students' Academic Data – Academic Records

1. The university maintains the confidentiality and privacy of students' academic data:
  - a. Persons authorized to access this data are responsible for maintaining the confidentiality of students' academic data, and they may not provide this information to any other party.
  - b. The concerned authorities that have the authority to view the academic data of the students may not disclose this data without the prior approval of the student.
  - c. Student records are kept in fireproof storage cupboards.
  - d. Student records are arranged according to the university number sequence to facilitate access to data.
  - e. An electronic copy is kept in the student's record at the admission stage by his university number in the admission office.
2. Non-Academic Data
  - a. The university maintains the confidentiality and privacy of the student's non-academic information, which includes the student's personal data such as name, address, phone number and any other relevant information.
  - b. The public information of the student may not be disclosed to any other party without the prior consent of the student.
  - c. The student may restrict the disclosure of his information according to a written request submitted to the office of the Deanship of Student Affairs at the university.

#### Access to Academic Data

1. The Office of the Deanship of Student Affairs, counseling units, academic advisors, and students have the right to view academic data, each according to its specialization and the powers granted to them.
2. Some third parties such as scholarships bodies, donors and other institutions of higher education have the right to request that they be provided with academic data.
3. Students may view and verify their academic data by entering the Student Services Portal website.
4. The Office of the Dean of Student Affairs is responsible for responding to all inquiries related to the accuracy of students' academic data.

#### Academic Records

1. The form and content of official academic records shall be in accordance with internationally recognized standards for academic records.
2. The student's study record will include in addition to the student's personal information and data related to the academic path, such as academic degrees and academic majors (major and minor), the following information:

- a. All subjects that the student has registered or completed officially and their final grades.
  - b. Summer and cumulative averages.
  - c. Any academic standing at the end of the semester except for good academic standing.
  - d. Courses and credit hours transferred from educational institutions that are not included in the average calculation.
  - e. All final grades are excluded from calculating semester and cumulative averages.
  - f. Academic warning, academic dismissal, dismissal for violating the code of conduct and dismissal for non-academic reasons without specifying the reasons for the non-academic ones.
  - g. Any other content not mentioned above may be added to reflect the university's privacy and students' needs.
3. The official academic records are compatible with the student's academic degree, so that each specific academic degree has its own record, such as a bachelor's degree and professional diplomas.
  4. Students are given official academic records in both Arabic and English.
  5. The official academic record contains the date on which the degree was awarded and is identical to the date of the document in which it was awarded.
  6. Granting the student or his representative the academic records, certificates, attestations or any other documents may be suspended in the event the student does not fulfill his financial obligations towards the university or any other obligations.

#### Other Academic Documents

They include other documents and records that are considered academic data for the student) in both paper and electronic forms (such as graduation certificates, attestations, certificates of continuity of study, transcripts, registration forms, guidance, applications, other required documents, placement test results, and university cards.

#### *Student Information System*

1. The Student Information System is the official approved electronic system for student academic data.
2. The course instructor is granted the authority to enter grades for the courses he teaches according to the dates set by the Office of the Deanship of Student Affairs.
3. Access to the student information system is granted with the approval of the system administrator according to the following procedures:
  - a. Course instructors and administrative staff must obtain an approval from the line manager and the dean or the unit director.
  - b. Access to the Student Information System is granted to individuals and may not be granted to joint accounts or groups.
  - c. No third party is allowed to directly enter the system.
4. Persons who have been granted access to or access to the system must comply with the following:
  - a. Ensuring the confidentiality of the personal information entered by the user when entering the system, including the username and password.
  - b. Ensuring the accuracy and legality of the operations performed by the user on the students' academic data.

- c. The user is not entitled to perform academic operations in the system outside the scope of his powers.
  - d. No one else is allowed to use the user's access to the system.
  - e. Protecting the privacy and confidentiality of students' academic information and data in accordance with the announced regulations and policies.
  - f. Not to leak information from the students' academic data to any person or institution outside the university.
  - g. Adherence to all requirements for entering the student information system as determined by the university.
5. Failure to comply with the specific responsibilities of accessing the system may cause the user's permissions to be suspended, and committing some violations of these obligations may lead to disciplinary action under the policies and procedures in force at the university.
  6. The Office of the Dean of Student Affairs is the official responsible for the Student Information System and is responsible for the integrity and accuracy of its contents, granting access to it and evaluating any new projects related to the Student Information System.

#### *Students Non-Academic Data*

The university maintains non-academic student data in departments and administrative units that deal with students directly. The use, confidentiality and powers of access to this data are determined by the relevant administrative units and departments, according to the activities and services they provide.

## Student Records Policy

### Overview

This policy and its procedures cover the method of keeping and archiving student records in terms of content, confidentiality and access to students.

### Field of Application

This policy applies to all records of students applying for admission to the undergraduate level.

### Objective

Keeping paper records of students and archiving them electronically with confidentiality, while facilitating the means of access to them.

### Policy:

1. The Deanship of Student Affairs prepares and maintains a record for each student's paper accepted at the university, which contains the official documents for admission, and everything related to the procedures carried out by the Office of Admission and Registration during his academic study. This record is comprehensive and permanent and maintained by the university until the student's graduation stage.
2. The student's record is kept according to his university number, and this number is linked to all his academic records.
3. Student records are kept in fireproof storage cupboards.



4. Student records are arranged according to the university number sequence to facilitate access to data.
5. Keeping an electronic copy of the student's record at the admission stage by his university number in the admission office.
6. Student records are a reliable source of student data, and the Office of Admission and Registration is the body authorized to manage, maintain and modify records, and access to them is granted with the approval of the Deanship of Student Affairs.

## Procedures of Student Records Policy

### Student Records contents:

According to international standards, the student's official data includes at least the following:

1. Personal and identifying information about the student, such as the national identity, family record, passport or residency.
2. Information related to admission, such as a high school certificate, abilities and achievement tests.
3. Information related to the registration and academic performance of the student, including procedures for changing majors, postponement, appeal ,rematriculation of his registration, add, drop, and withdrawal.

### Confidentiality of Student Records:

1. Persons authorized to access this data are responsible for maintaining the confidentiality of student records and may not provide this information to any other party.
2. The concerned authorities that have the authority to access student records may not disclose this data without the prior approval of the student.

### Permission to View Student Records:

1. The Deanship of Student Affairs, counseling units, and academic advisors have the right to view student records, each according to its major and the powers granted to them.
2. Some third parties, such as scholarship agencies ,donors, and other higher educational institutions, have the right to request that they be provided with a copy of student academic records.

## Academic Appealing and Grievances Policy

### Overview

This policy and its procedures are related to the regulations related to the management of academic student grievances and petitions, including the Student Grievances and Appeals Committee and a set of grievances and petitions that fall within the jurisdiction of this committee.

### Field of Application

It applies to all undergraduate students and faculty members.

### Objective

This policy lies in providing an effective mechanism to ensure the provision of appropriate opportunities for students to follow up on their grievances and petitions within the framework of their management of their relations with the university.

## Policy

1. The university is committed to dealing with all administrative and academic processes for its students in an impartial and fair manner.
2. To ensure fair and impartial treatment, students can pursue non-disciplinary academic grievances and appeals through the established procedures.

## Procedures of Academic Appealing and Grievances Policy

### Grievances and Petitions

1. An academic grievance is a complaint or allegation made by the student stating that he has been mistreated or unfairly treated in an academic matter or any matter related to his enrollment at the university.
2. An academic petition is an allegation that one of the university's academic policies and procedures has been improperly applied, or that an exception has been requested from one of the university's academic policies and procedures.

### Academic Grievance Committee

1. The President of the University shall form a committee to study student cases and identify its members to review and decide on students' academic grievances and petitions for the undergraduate and postgraduate studies.
2. The Committee has the responsibility and authority to consider all students academic petitions and grievances except for the following:
  1. All that is related to colleges that the Dean is responsible for considering and issuing final decisions about, including study plans requirements.
  2. Considering incidents related to academic honesty and discipline.
  3. Non-academic grievances and petitions.
3. The work of the committee shall be in a manner that guarantees the necessary privacy within the framework of the university's policies and procedures, and its decisions shall be issued in a timely manner for their implementation.
4. After approving the decisions and recommendations of the committee, these decisions are considered final and they are communicated to the concerned authorities.

### Petition Steps and Procedures

1. The student must submit the petition in writing, accompanied by the necessary documents, to the college he belongs to.
2. The petition is submitted during the semester in which the incident occurred or at the end of that semester.
3. The college studies the petition submitted by the student and makes recommendations regarding it to the Student Cases Committee.
4. The student may submit the petition to the Office of the Deanship of Student Affairs for cases that are outside the powers and responsibilities of the colleges.
5. Colleges may submit the petition to the committee on the student's behalf.

### Working Mechanism of the Academic Grievance Committee

1. The Student Cases Committee meets periodically as needed.
2. Petitions are carefully studied and reviewed by the members of the committee.
3. All decisions taken by the committee are considered final after their approval.

## Sources and References

### Study and Exam Bylaw

#### Prepared by the Deanship of Student Affairs:

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