

UPM Explanatory
Implementation for the Rules
& Regulations of
Undergraduate Study &
Examinations

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جامعة الأمير مقرن بن عبد العزيز
University of Prince Mughrin

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Definitions

Article One

Academic Year:

Two regular semesters and a summer session, if any.

Academic Semester:

A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

Summer Semester:

A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.

Academic Level:

The Level that Shows students' Progression on the Approved Plan of the Study.

Plan of the Study:

The Sum of all required, elective, and free courses each student must pass in order to obtain the Degree in the designated Major.

The Course:

Any subject within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents that distinguishes it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co requisite requirement(s)

Credit Hour:

Each of the weekly lectures or clinic classes, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.

Academic Probation (Warning):

A notification given to a student with a cumulative GPA below minimum acceptable limit as explained in this policy.

Class Work Score:

The score which reflects the student's standing during a semester according to his/her performance in examinations, research, and other activities related to a course.

Final Exam:

An examination in course materials, given once at the end of every semester.

Final Exam Score:

the score attained by a student in the final examination for each course.

Final Score:

The total sum of the class work score plus the final examination score for each course out of a total grade of 100

The Grade:

A percentage, or alphabetical letter Grade that indicates the final grade received in a course.

Incomplete Grade:

A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC) or (ج) in Arabic.

In-Progress Grade:

A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP) or (م) in Arabic.

Semester GPA:

The total quality points a student has earned, divided by the credit hours assigned for all courses taken in each semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course. Check Appendix (B).

Cumulative GPA:

The total quality points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these. Check Appendix (B).

Graduation Average:

The assessment of a student's scholastic achievement during his/her study at the University.

Course Load:

The number of credit hours a student can register in one semester of which the maximum and minimum number is determined by the bylaws set by the University Council.

UPM Implementation of Article One

The University:

Prince Mugrin Bin Abdulaziz University.

The Grading System applicable at UPM

Appendix "C" shows the grading system applicable at the University including the points assigned to each grade. The maximum GPA a student may attain is 4.00.

Transcript

An official document that includes all the courses a student has taken at the University as of the date of its printing. It indicates course codes, numbers and credit hours, the grades earned by the student, semester GPA, and cumulative GPA. In addition, it includes the list of courses and credits transferred, if any.

Major GPA

The major GPA is calculated based on all the letter grades assigned in the courses taken in the student's major, as specified in the degree plan. The major GPA is determined by the last grade assigned in each course

The Credit-Hour for the Laboratory or Field Sessions

The duration of laboratory sessions or field study usually ranges between 150 to 200 minutes; a minimum of 100 minutes is assigned in some programs.

The Admission & Academic Standing Committee

This is a consultative committee set up by the Rector of the University to study applications for transfer, readmission petitions, suspensions, and dismissals, and to reach the appropriate recommendations, in accordance with the regulations.

Newly Admitted Student:

Any student who is admitted for the first time and is not transferred from any other university.

Regular Student:

any enrolled or can be enrolled student at any academic semester or year.

Transfer Student:

Any student who transferred from another university or transferred between colleges within the university or changes major within the same college.

Visiting Student:

student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the implementation of the Study and Exam Policy.

A Temporarily Withdrawn Student:

Any Student who withdraw from registered courses for one semester or more without being considered failing them.

A Student with Canceled Enrollment Status:

Any Student whose Enrollment Status is cancelled and dismissed from the university.

An academically dismissed student:

Any expelled student for either being on probation long enough or exceeded the expected time for graduation, or for both.

A Disciplinary Dismissed Student:

Any Student who is expelled from the university by a statement of the Disciplinary Committee for misbehaving or violating rules and regulations.

A Permanently Withdrawn Student

A student who withdraw from the university for good without finishing the program.

Expected time for Graduation:

The duration needed for a regular student to finish the approved plan and graduate without repeating any level or failing any classes.

The Pre-Requisite Requirement:

Any Course or condition needs to be met before the student can register a specific course or set of courses.

The Co-Requisite Requirement:

Any Course or condition needs to be met while registering a specific course or set of courses.

DN Grade:

A grade given to any student who was discontinued from any course and denied entrance to the final examination because of his/her unexcused excessive absence more than the limit determined by the University Council.

Online Courses Registration:

An online course registration for all students which can be done online through the SIS prior to each academic semester.

Course Equivalency:

A process by which the student will be exempted from studying some courses by transferring similar courses credits which he or she has studied before within or out of the university.

Honor Status

An appreciative Status given to any excellent student who fulfilled all requirements set by the Study and Exam Policy for that.

The Invigilator:

Any staff member, principal, lecturer, or assistant who invigilates and exam.

The Disciplinary Committee:

A committee formed by the Rectors' Decree to investigate the disciplinary violations and judge them.

Waiving the PYP Courses:

Waiving all of some of the Preparatory Year Program Courses based on the rules set by the University Council or achieving the needed scores on the placement tests.

Co-op Training Program:

A training program for no more than 28 weeks which is required by some programs according to the approved plans.

Summer Training Program:

A training program for no less than 8 weeks which is required by some programs according to the approved plans

Admission of Prospective Students

Article Two

Upon the recommendations presented by the College and/or Department Councils, and any concerned entity within the university, the University Council determines the number of students to be admitted for the upcoming academic year.

UPM Implementation of Article Two

Determining the number of students to be admitted into the PYP:

1. College Councils affords the Admission and Registration Deanship the expected numbers of students to be admitted.
2. The Deanship of Admissions & Registration prepares a draft recommendation to the University Council.
3. The university Council sends his preliminary approved numbers to the Board of Trustees for the Final Approval.

Determining the Majors of the Students who passed the PYP:

- 1- The Deanship of Admission ad Registration affords all colleges with lists of all expected students to finish the PYP Program.
- 2- The Deanship of Admissions & Registration and the colleges in the University coordinate with each other in the matter of determining the majors of the students who are expected to complete the preparatory year program.
- 3- The Admission Managements execute the approved list.

Article Three

The Following requirements should be fulfilled for anyone to be admitted at the university:

1. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia.
2. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application; However, the University Council may waive this condition if the applicant has a persuasive explanation.

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3. The applicant should have a good conduct.
 4. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
 5. The applicant must be medically fit.
 6. The applicant must satisfy any other requirements specified by the University Council at the time of application.

UPM Implementation of Article Three

1. The Applicant should not be expelled from any other university for disciplinary Reasons.
2. The Applicant should not be enrolled at any other university at the time of application.

Article Four

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, as well as the results of the interviews and the admission examinations, if any.

UPM Implementation of Article Four

1. After the completion of the admission process, the Deanship of Admissions & Registration makes a recommendation to admit the candidates who fulfilled the criteria based on the highest compound evaluation and the capacity designated by the University. After the Rector of the University approves the recommendation, candidates are informed accordingly.
2. All newly admitted students are required to complete the preparatory year program before starting their undergraduate study. Students may be exempted from part or the whole program according to the promotion implementation of the program as follows in 3.
3. The Preparatory Year Program:
 - 3.1. The Aim of the PYP:
 - 3.1.1. Developing students' skills in English to enable them to study and communicate in English during their undergraduate study.

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- 3.1.2. Strengthening students' understanding and comprehension of basic mathematical concepts and developing their analytical and critical thinking abilities through solution approaches to mathematical problems.
 - 3.1.3. Providing the students with the basic knowledge and skills to prepare them for academic endeavor, develop effective learning styles, adapt to University life, choose their field of study, and practice a healthy.
 - 3.2. The preparatory year program aims at preparing the newly admitted students for undergraduate study and university life, and enhancing their opportunity for success and excellence through the following:
 - 3.3. The grades earned by the student in the preparatory year courses are recorded in his transcript together with the semester GPA and his cumulative GPA. However, these grades are not counted in calculation of cumulative GPA for the undergraduate program. The effect of the academic status assigned to the student at the end of his last semester in the preparatory year continues through his subsequent University academic level (i.e., first semester of the freshman year).
 - 3.4. If a student earns a grade of C or above in all the English and Mathematics courses, and a grade of D or above in the remaining preparatory year courses in the allowed period, then he will be promoted to the first academic level in the University, and has the right to select a major of his choice in accordance with the rules set by the University.
 - 3.5. A student may be exempted from studying Preparatory Year English course(s), if he proves his proficiency in English by having the IELTS or taking the OOPT onsite, before starting study in the Preparatory Year Program as per rules set by the University
 - 3.6. The PYP may be waived if any of the following conditions was met:
 - 3.6.1. The Student got the needed scores on the Placement tests.
 - 3.6.2. The student has course equivalency for all PYP courses.
 - 3.7. The Student fulfills the English Requirements of the PYP program by passing all English Courses at the PYP, or Having C1 on the OOPT, or Scoring 5 and above on the IELTS.
 - 3.8. If a student successfully passes all the preparatory year English courses, and is left with the remaining preparatory year courses, he may be allowed to register for some University courses in accordance with the rules set by the University.
 - 3.9. A student will be disqualified from the Scholarship of the Preparatory Year Program if either:

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1. he earns the grade F or DN or WF twice consecutively in the same English or Mathematics preparatory year course; or,
 2. he fails to complete all the preparatory year courses within the duration of the program in addition to a maximum of one half of that duration.
- 3.10. The Rector of the university or any authorized body at the university may make exceptions for 3.9.

Study System

Article Five

1. Students pass one academic level to the other according to the bylaws set by the University Council.
2. Undergraduate Study Plans should have at least 8 academic levels.

UPM implementation of Article Five

1. The University publishes for the students through available means all rules, regulations, and requirements related to study and graduation at the University, which students are responsible to know and follow. Academic advisors assist students in planning their academic programs, but their academic advising activities do not relieve students of this responsibility; Therefore, every student should be thoroughly familiar with all the academic regulations and the degree conferral system and remain informed about them throughout his career at the University. A student may consult with his academic advisor or the department's Chairman in this respect.
2. Each College should assign an academic advisor to each student to assist him in matters relating to his academic progress such as:
 - 2.1. selecting a degree program consistent with the student's objectives and ability.
 - 2.2. interpreting and understanding the academic regulations.
 - 2.3. informing the student of the sequence of required and elective courses in his degree program and suggesting electives.
 - 2.4. monitoring the student's progress and performance.
 - 2.5. assisting in early registration and other registration activities; and
 - 2.6. assisting in course substitution, if necessary.
 - 2.7. The academic advisor is a faculty member in the academic department or the college in which the student is enrolled. The advisor of the preparatory year students is the Assistant Dean for Preparatory Year Affairs in the College of Applied & Supporting Studies or anyone else assigned to act as an advisor amongst the faculty members.

The Degree Plan:

The courses of each degree are spread over academic levels. The required as well as elective courses and the number of credit hours that a student needs to successfully complete to receive a degree in his major field are clearly specified for each academic level. This distribution of courses and credit hours is called "the Degree Plan". All degree plans are approved by the Board of Trustees based on the recommendations of University, and College Councils. The academic departments regularly review and update the degree plans to provide students with continuously updated programs. The following rules apply to the degree plans.

- 2.8. The academic departments select the acceptable elective courses and present them to the relevant College Council. The approved list is forwarded to the Deanship of Admissions & Registration for implementation.
- 2.9. In special circumstances, some students may change from one-degree plan to another, provided this does not affect their graduation requirements.
- 2.10. The student should not be moved from one Degree plan to another unless the college has to introduce any changes to a degree plan, it is anticipated that some courses may not be offered, or may be discontinued, or new courses may be included in the degree plan. Therefore, the concerned academic department should take into consideration the time needed for out-of-phase students by introducing an implementation plan that allows them to complete their graduation requirements in accordance with their original degree plan.
- 2.11. If the new degree plan requires studying a course that has been canceled, and consequently it becomes impossible to register for such a course, the course could be substituted by an alternative course, consistent in level, subject area, and credit hours, with the approval of the academic advisor, the department council, and the college council. The Deanship of Admissions & Registration should be informed about the approval of this substitution for implementation.
- 2.12. A readmitted student will be subject to the degree plan assigned to him during his last semester at the University before receiving discontinued status. However, if this plan has been canceled, he will be placed in the most recent plan in his major based on a recommendation from the academic department concerned.

2.13. Students are required to study within the framework of their approved degree plan and once they fulfill all the requirements they are nominated for graduation.

Double Major:

After obtaining the approval of the two department councils and the two college councils concerned, a student may apply for two undergraduate degrees provided he has completed at least 32 credit hours and his cumulative GPA is not less than 3.00. The Two Majors will be reflected on the same Certificate of Graduation and Transcript. The two degrees are granted when the following requirements are fulfilled:

- 2.14. The course and cumulative GPA requirements for each degree must be individually satisfied.
- 2.15. The total credit-hours completed should be at least 28 more than that which is required by whichever of the two-degree programs carries the higher credit-hour requirement.
- 2.16. If both programs have cooperative assignments, the student may take one assignment and substitute the other by taking courses as determined by the councils of the two colleges concerned, in accordance with the study plan of the two degrees.
- 2.17. If both programs require summer training, the student may undertake one program as per the recommendation of the councils of the two colleges concerned.

Minor:

After obtaining the approval of the two department councils and the two college councils concerned, a student may apply for a Minor along with the Major he/she is studying provided he has completed at least 32 credit hours and his cumulative GPA is not less than 3.00. The student will earn the undergraduate level in addition to the minor in one certificate where only the main major will be mentioned in the certificate, and on transcript holds both the main major name & the minor. The two degrees are granted when the following requirements are fulfilled:

- 2.18. The course and cumulative GPA requirements must be satisfied.
- 2.19. The Academic Department determines the number of credit hours needed for the Minor.
- 2.20. If both The Major and Minor have cooperative assignments, the student should take The Major's assignment and substitute for the minor's assignment by taking courses as determined by the councils of the two colleges concerned, in accordance with the study plan of the two degrees.
- 2.21. If the major and the minor both require summer training, the student may undertake one program as per the recommendation of the councils of the two colleges concerned.

Part-Time Schooling:

UPM employees or any other students from outside the University, may be admitted and registered for an undergraduate program on a part-time basis in accordance with the procedures approved by the University Council according to the following:

- 2.22. All Admission Criteria in Article Three should be fulfilled.
- 2.23. UPM Employees register in classes that are offered after duty hours.
- 2.24. Employees do not register more credit hours than the minimum requirement.
- 2.25. UPM Employees are entitled to two days break for each final Exam day, (i.e. the final day and the day to come after).

Academic Level System

Article Six

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels on the academic level system.

Article Seven

According to the academic level system, the academic year is divided into two main semesters and a summer semester, if any, which is usually half of the time of a regular main semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

UPM implementation of Article Seven

1. The regular semester can be divided into two quarters for some courses. Each Quarter will be considered half of the regular semester.
2. Summer Semester can be divided into two sessions, where the following shall be taken into consideration:
 - The tow sessions will be named, Summer I & summer II.
 - The period of each of them should be five weeks, Saturday is also added to an official teaching day, therefor the weekly teaching days will be six.
 - During Summer I & Summer II, weekly teaching hours are doubled to be two and half of the regular semester teaching hours.

Article Eight

The University Council sets up the detailed regulations which govern registration, dropping, and adding of courses within the levels of the approved degree plan while ensuring the specified minimum course load for the students.

1. Course Load

A course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer semester. The course load varies from one major to another and is determined as follows:

1.1 The Minimum and Maximum Course Load Limit in a Regular Semester for a Student with Good Standing:

- 1.1.1 The minimum course load limit is 12 credit hours during a regular semester.
However, this condition will be relaxed in the last semester before graduation.
- 1.1.2 The maximum course load is 18 credit hours.
- 1.1.3 A student is permitted to register for 21 credit hours, if the student has maintained a minimum cumulative GPA of 3.00 in the preceding semesters that include the last 28 credit hours taken by the student.
- 1.1.4 The maximum course load in a summer semester is 12 credit hours.
- 1.1.5 Students are maximum allowed enroll (7) credit hours in Summer I & Summer II, without exceeding the total of (12) in the total enrolled credit hours.

1.2 Minimum and Maximum Course Load for a Student on Academic Warning or Probation

- 1.1.5 The minimum course load is 12 credit hours in a regular semester. However, this condition will be relaxed in the last semester before graduation.
The maximum course load is 15 credit hours in a regular semester.
The maximum course load is 7 credit hours in a summer semester.

1.3 Maximum Course Load for a Student in his Last Term Before Graduation

- 1.3.1 The maximum course load is 21 credit hours in a regular semester.
- 1.3.2 The maximum course load is 12 credit hours in a summer semester, if the student has maintained a minimum cumulative GPA of 2.00 in the preceding semesters that include the last 28 credit hours taken by the student.

2. Registration Procedures

2.1 Advisor Approval:

The approval of the academic advisor is required for completing the registration process in accordance. Advisors should have access to the academic grades, and status of their advisees, and be able to approve their registration through the SIS.

2.2 Early Registration:

At approximately the middle of the first (fall) semester, early registration is held for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester, early registration is held for both the coming summer semester and the first semester of the following academic year. Early registration is required of all enrolled students during the semester. Students who early registered for a semester are also required to register formally on the scheduled registration day for that semester.

2.3 Formal Registration:

Formal registration is held at the beginning of each semester or summer semester. Students are required to complete registration confirmation as specified in the academic calendar. Each student must personally register himself. Registration by proxy or any other way is not permitted at all.

2.4 Late Registration:

If necessary, a student may be allowed to register late during the period specified in the academic calendar, in accordance with the rules set by the University. The student is responsible for all the consequences of his late registration.

2.5 Adding and Dropping Courses:

A student may change his registration by adding some courses during the during the first two weeks of the regular semester and the first week of the summer semester. Also, courses will not appear in the student's transcript if dropped during the first two weeks of classes in a regular semester (the first week in a summer semester). The following conditions apply:

First: Dropping Courses:

- a. The course load must remain at or above the minimum allowable limit. (See UPM implementation of Article 8.)
- b. If the course being dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously, or continued to be studied together. (See UPM implementation of Article 13.)

Second: Adding Courses:

- a. The course load should not exceed the maximum allowable limit (See UPM implementation of Article 8).
- b. The courses added should not result in a conflict in the student's schedule or final examinations.
- c. Adding courses should take place during the designated time on the Academic Calendar.
- d. The registrar office should prepare the Academic Calendar with all registration procedures start and end date for each academic year, and get it approved by the University Council.

3. Auditing a Course:

A student can audit any course with if approved by the registrar. The student must bear in mind that:

- a. It is not suffice for the student to audit any course that is in his program plan.

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- b. Audit courses may not be reflected in the Transcript.

4. Course Substitution in the Degree Plan:

Some courses can be exchanged or substituted by other courses with the approval of Dean, then informing the registrar for implementation. This is only possible in cases such as: if certain courses in the student's degree plan are discontinued, or changes are made in the contents of a course, or a new curriculum is adopted that does not include certain courses required by the student.

5. Repeating a Course:

If a student failed a course, he must repeat the course; moreover, a student can repeat any course twice to improve his grade on it. All courses will be reflected in the student's transcript, but only the latest grade of the course should be counted for the cumulative GPA of the student. Repeated courses must be reflected in the transcript.

6. Enrollment in the Cooperative Program:

Some students, according to the requirements of their majors and degree plans, should spend a period (not exceeding 28 weeks) of practical training in their major field. The student must remain in continuous contact with his academic department during the training period. To qualify for enrollment in this program the student should:

- a. Have completed more than 85 credit hours of his degree plan and should complete the cooperative assignment before his last semester at the University.
- b. Have completed all the required courses as identified by his major department,
- c. Have a cumulative GPA and major GPA of 2.00 or above, d. Not be discontinued from study.
- e. Not be allowed to take any other courses along with the Cooperative Program except if the student still have one more course to graduation.

7. Enrollment in Summer Training:

Some students, according to the requirements of their majors and degree plans, should spend a summer training period of eight (8) weeks in their major field. The student should complete the summer training period before his last semester at the university. To qualify for enrollment in this program the student should:

- a. Have completed 75% or more of his Degree Plan.

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- b. Have completed all the required courses as identified by his major department,
 - c. Have a cumulative GPA and major GPA of 2.00 or above, d. Not be discontinued from study.
 - e. Not be allowed to take any other courses along with the Summer Training unless his request gets approved by his Department Head & College Dean, moreover, his enrolled courses should not exceed (6) credit hours.

8. Student Transcript:

8.1. At the end of each academic term, a copy of the student's academic record (The Transcript) is made available for the student. No copy of the transcript is issued, given, or sent to any outside agency or any other person without a written authorization by the student. No partial records are issued. The transcript must comprise the complete academic record of the student from the date of admission to the issue, and includes:

- a. Students' Academic Status.
- b. any withdrawal, Postponing, or deferral of any semester (s).
date.

8.2 The accuracy of a student record is of the utmost importance and errors should be brought to the immediate attention of the Deanship of Admissions & Registration.

Attendance and Withdrawal

Article Nine

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his/her attendance is less than the limit determined by the University Council. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course with a DN grade.

UPM implementation of Article Nine

9.1 Assigning DN for A student

If the number of unexcused absences for a student exceeds 25% of the lecture and laboratory sessions scheduled for a course, then he is not allowed to continue in the course or take the final examination and shall be given a DN grade by the course instructor

Article Ten

The college council - or whatever body it delegates its authority to - may exempt a student from the provisions of Article Nine and allow him/her to attend the final examination if the student provides an excuse acceptable to the council. For such an exemption provided by the University Council, the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course.

Article Eleven

A student who fails to attend the final examination will be given zero in that examination. In this case, his course grade will be calculated based on the class work score he earned in the course.

Article Twelve

If a student fails to attend the final examination of any of his scheduled courses due to circumstances beyond his control, the college council, in exceptional cases, may accept the excuse and arrange a

make-up examination for the student within a period not exceeding the end of the next semester. In such cases the course grade will be given to the student after taking the make-up examination.

UPM implementation of Article Twelve

12.1 If a student did not attend the final exam for exceptionally pressing circumstances, then the student must furnish the excuse to his instructor and request a make-up examination before the end of the next regular semester.

12.2 The course instructor shall submit his report to the department Chairman for presentation to the departmental council and then the college council.

Article Thirteen

- (a) A student may be allowed to withdraw for a semester and not be considered as having failed the courses if he furnishes an acceptable excuse to the authorized body as determined by the University Council, during the time period specified in the implementation rules approved by the University Council. The student is given a “W” grade for the courses, and the semester is counted towards the period required to complete graduation requirements.
- (b) (b) A student may withdraw from a course or several courses in accordance with the implementation rules approved by the University Council.

UPM implementation of Article Thirteen

1. The Deanship of Student Affairs shall study all applications for withdrawal for the semester. If the request is approved, withdrawal procedures are completed at the Deanship of Admissions & Registration.
2. If a student has received any course grades before applying to withdraw for a semester, all such grades are retained in his academic record.
3. A student may withdraw from a course or several courses during the periods specified in the academic calendar that is approved by the University Council as follows:
 - a. withdraw from a course or several courses with “W” grade from third week to the Twelfth week
 - b. withdraws from all courses with “W” grade from the Twelfth week to the Fourteenth.

c. withdraw from all courses during the Fifteenth week and his grade in each course is determined as "Withdrawn with Pass (WP)" or "Withdrawn with Fail (WF)". The grade will be assigned by the instructor, with the approval of the department Chairman, in the light of the student's performance before his application to withdraw.

d. A Preparatory Year student is not allowed to withdraw from any course, or a number of courses included in the Preparatory Year Program. However, if he wants to withdraw from all courses, the withdrawal system/schedule indicated in the Preparatory Year academic calendar approved by the University Council shall apply. The Rector of the university or anybody he authorizes may make an excuse of this.

Postponement and Suspension of Enrollment

Article Fourteen

A student may submit a request for postponing the enrollment for any regular semester, for reasons acceptable to the authorized body as determined by the University Council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his/her entire course of study at the University. Otherwise his/her enrollment status will be canceled. However, the University Council may, at its discretion, make exceptions to this rule, and the suspension period will not be counted towards the period required to complete graduation requirements.

UPM implementation of Article Fourteen

A student can apply to the registrar for a defer of the study for one semester during the time of dropping and adding classes in the academic calendar.

Article Fifteen

If a student interrupts his/her studies for one semester without submitting a request for postponing of enrollment, his/her enrollment status at the University will be canceled. The University Council, however, may at its discretion, cancel a student's enrollment status if the student discontinues his/her studies for a period of less than one semester. As for student studying by association, his/her enrollment is canceled if the student becomes absent from all final examinations for the semester without presenting an acceptable excuse.

Article Sixteen

A student is not considered to have interrupted his studies during the terms he/she spends as a visiting student in other universities.

Re-Enrollment

Article Seventeen

A student, whose enrollment status has been canceled, may apply for re-enrollment with the same University ID number and academic record he/she had before his/her suspension, provided: a. that the student applies for re-enrollment within four regular semesters from the date of cancellation of his/her enrollment status; b. the relevant college council and concerned authorities agree on the student's re-enrollment; c. If four or more semesters have lapsed since the student's cancellation of enrollment, the student can apply to the University for admission as a new student without considering the student's old academic record, if the student fulfills all the admission requirements for new students. The University Council may exempt a student from this provision in accordance with the regulations issued by the Council; d. that the student has not been re-enrolled previously. Under exceptionally pressing circumstances, the University Council may exempt a student from this condition; and e. that the student was not dismissed for academic reasons.

UPM implementation of Article Seventeen

Re-Enrollment Application

A suspended student should submit his re-enrollment application to the Deanship of Admissions & Registration, during the period specified by the Academic Calendar before the beginning of the semester in which he intends to resume study.

The Deanship of Admissions & Registration coordinates with the relevant college council to come at a decision regarding the application.

Re-Enrollment as a New Student:

student who interrupts his studies for more than four semesters may apply for admission as a new student if he fulfills all admission requirements for new students. No credits will be transferred from his previous record, though such credits will appear in his new academic record.

The University Council or any Body it authorizes have the right to re-enroll a student more than once.

Article Eighteen

A student who has been dismissed from the University for academic or disciplinary reasons - or from other universities for disciplinary reasons - will not be re-enrolled at the University. If it becomes known later that a student has been dismissed for such reasons, his enrollment will automatically be considered null and void as of the re-enrollment date.

UPM Implementation of Article Eighteen

18.1 The Rector of the University or any Body he authorizes might approve the Enrollment of an expelled student for Academic or Disciplinary reasons upon the recommendations of the Disciplinary Committee.

Graduation

Article Nineteen

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than what is specified by the University Council for each major, and in any case is not less than "pass". 2. Following the recommendation of the department council, the college council may determine certain additional courses the student should take to improve his cumulative GPA if he has passed the required courses, but his graduation GPA is not satisfied.

UPM Implementation of Article Nineteen

1. The College Council is responsible to make the graduation requirements for each major available and publicized to all students.
2. A student graduates after successfully completing the graduation requirements according to the degree plan.
3. A student must attain a cumulative GPA and major GPA of 2.00 or above to graduate.
4. To obtain any degree from UPM, the student must have studied at UPM a minimum of 60% of his Degree Plan, including at least 25 credit hours in his major field.
5. The Registrar will prepare a list of students expected to graduate at the end of each semester and present it to the University Council.
6. The Registrar notifies the relevant departments to review the academic records and degree plans of all candidates for graduation to ensure that they have satisfied all graduation requirements. Then, the departments provide the Deanship of Admissions & Registration with a list of the students who qualify for graduation.
7. The Registrar minutely reviews and checks all student records to ensure that all the graduation requirements have been completed.
8. The Registrar shall prepare a list of students who have graduated at the end of each semester and present it to the University Council.

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9. A graduating student is obliged to obtain a clearance form from the Deanship of Student Affairs and have it signed by the following departments: The Central Library, Bookstore, Security, Medical Center, Student Housing, Academic Major Department, Student Fund, Deanship of Admissions & Registration, Accounting, and any other departments as determined by the Deanship of Student Affairs.
 10. The Registrar prepares and issues the official graduation certificates and degrees and maintains copies of these documents.
 11. No change is to be introduced to the academic record in any case after the graduation document is issued.

Dismissal

Article Twenty

Dismissal from the University will occur in the following circumstances.

- a. A student will be dismissed if he obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than the GPA needed for graduation as per Article 19 of these regulations. Following the recommendation of the college council, the University Council may allow the student a fourth opportunity to improve his cumulative GPA by taking additional courses.
- b. A student will be dismissed if he fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The University Council, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.
- c. The University Council, in exceptional cases, may address status of the students on whom the provisions of (a) and (b) above apply, and give them an additional opportunity not exceeding two semesters to complete the graduation requirements.

UPM Implementation of Article Twenty

On-Scholarship Students:

- 20.1.1 A student who is on a scholarship should receive a First Warning of losing the Scholarship, if he or she attains a cumulative GPA of less than 2.00 at any time throughout his study.
- 20.1.2 If the student fails to raise his cumulative GPA above 2.00 for two consecutive semesters throughout his study at UPM, he will lose the Scholarship.
- 20.1.3 The Scholarship shall be returned when the students maintain to raise his cumulative GPA to 2.00 out of 4.00 or more.
 1. 2 A student is dismissed if he receives three consecutive academic probations.
- 20.2.1 Following the recommendation of the Deanship of Admissions & Registration in coordination with the college council, the University Council, or anyone authorized by It, may make an exception for the dismissed student to improve his cumulative GPA.

Academic Status Report:

By the end of each academic semester, the student's academic status should be updated, and reflected in the transcript as follows:

(Good Standing)

Each student is expected to keep a Good Standing by having a minimum cumulative GPA of 2.00 out of 4.00 or more.

1st Academic Probation:

A student who fails to keep his Cumulative GPA at 2.00 out of 4.00 or more at any semester during his study at UPM, for the first time, will be issued a 1st Academic Probation or Warning.

2nd Academic Probation:

A student who fails to keep his Cumulative GPA at 2.00 out of 4.00 or more during his study at UPM, for Two consecutive regular semesters, will be issued a 2nd Academic Probation or Warning.

3rd Academic Probation:

A student who fails to keep his Cumulative GPA at 2.00 out of 4.00 or more during his study at UPM, for three consecutive regular semesters, will be issued a 3rd Academic Probation or Warning.

1. The Registrar, by the end of each academic semester, is mandated to afford the Students' Affairs Committee, Deans, and the Deanship of Student Affairs a list of all students, sorted by college, showing their semester and cumulative GPA and Academic Standing.
2. The Registrar should, by the end of each regular semester, inform all students on Probations with their Standing Status. The Academic Advisors at each college should mentor students on probation and afford them with needed advice to get a Good Standing again.
3. Summer Semesters does not count for this regard.

Enrollment Cancellation:

1. The University Council may suspend or cancel the enrollment of any student upon their second probation for one semester or more, upon the recommendation of the Student's Affairs Committee.
2. The University Rector or anyone he Authorizes may make an exception to number 1. Upon the recommendation of the Student's Affairs Committee.

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3. With the help of his college, a suspended Student has the right to apply for Re-Enrollment to the Student's Affairs Committee, during the designated time on the academic calendar. The suspension era should not be considered of the time needed for graduation.

Lifting the Probation Status:

1. A student on Probation can attain the Good standing again by if he raises his cumulative GPA to 2.00 or more at any regular semester. This will wipe out all previous probations.
2. Achieving a semester GPA of 2.00 or more, does not lift the Probation if the cumulative GPA of the students still below 2.00; however, the student will be given an extra chance to study one more semester.
1. A student is dismissed if he fails to complete the graduation requirements within an additional period equal to one half of the original program's duration. The University Council, based upon the recommendation of the Registrar and the Student's Affairs Committee, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.
2. A student is dismissed if he fails to complete the graduation requirements within an additional period equal of to that of the original program's duration. Following the recommendation of the Registrar and the Student's Affairs Committee, the University Council may grant the student an additional opportunity not exceeding two regular semesters to complete the graduation requirements.
3. The Registrar informs the student of his dismissal and cancels his enrollment
4. A dismissed student is obliged to obtain a clearance form from the Deanship of Student Affairs, and have it signed by all the relevant departments as mentioned in Article Nineteen.

Study by Affiliation

Article Twenty-One

Based upon the recommendation of the colleges, the University Council may adopt the principle of admission by affiliation in some colleges and majors which allow this option. The University Council sets the rules and regulations for affiliation according to the following parameters.

1. The credit-hours required for the graduation of an associate student should not be less than the credit-hours required of a regular student.
2. The associate student will be treated, about admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student except the requirement regarding class attendance.
3. Based on the college council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
4. The student transcript, graduation certificate, and degree must indicate that the student has studied "by affiliation"

Examinations and Grades

Article Twenty-Two

The class work score shall comprise not less than 30% of the course total score, as found by the college council based on the recommendation of the department council offering the course.

Article Twenty-Three

The class work score is evaluated either by:

- (a) Oral, practical examinations, research, other class activities or some or part of all these and at least one written examination; or,
- (b) at least two written examinations.

Article Twenty-Four

Based upon the recommendation of the department council offering the course, the college council may include practical or oral tests in the final examination of any course and allocate a percentage to these tests as part of the final examination score.

Article Twenty-Five

Upon the instructor's recommendation, the council of the department which teaches the course may allow the student to complete the requirements of any course during the next term. In such an event the grade IC will be recorded for the student in his academic record. IC grades are not included in the calculation of the semester and cumulative GPA until the student obtains his final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPA.

UPM Implementation of Article Twenty-Five

1. The course instructor may allow the student to complete the course requirements during the following term if there are exceptional circumstances which are beyond the student's control.
2. The course instructor assigns an IC grade for the student and submits a report to the department Chairman indicating the reasons and justifications for assigning the IC grade and identifies the work and the time required to complete the course requirements.
3. The student must complete the course requirements by the end of the next regular semester. However, exceptions may be made in the following cases:
 - (a) A student who attained an IC grade in the co-op program may, with the approval of the department Chairman, extend completion of the course requirements for one additional regular semester.
 - (b) A student who attained an IC grade in a course in the semester preceding his co-op program may, with the approval of the department Chairman, extend completion of that course's requirements within a maximum period of one regular semester after returning from the co-op program.
4. When the student completes the course requirements within the specified period, the course instructor changes the student grade from IC to the new earned grade. The instructor also informs the Registrar of the grade change within this period through the department Chairman concerned.
5. The Registrar changes the grade to F and informs the student, course instructor and department Chairman accordingly if the grade has not been changed by the instructor within the specified period.
 6. A student cannot repeat a course in which he previously earned an IC grade and the said grade has not been changed.
 7. If a student has an IC grade, this results in the suspension of the student's academic standing during that semester. This also includes the suspension of distinction status.
 8. A student is not allowed to register for a course wherein he earned an IC grade in the pre-requisite(s) of that course.

Article Twenty-Six

Courses involving symposia, research, field work, or of a practical nature, may be excluded from some or all the rules of Articles 22, 23 & 25 following a decision by the college council and the recommendation of the department council teaching the course. The college council identifies alternate ways to evaluate the student's achievement in such courses.

Article Twenty-Seven

If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade, and after the completion of the course, the student will be given the grade he has earned. However, if he fails to complete the course on time, the department council teaching the course may approve the assignment of an IC grade for this course in his record.

Article Twenty-Eight

The grades a student earns in each course are calculated as follows:

Percentage	Grade	Grade Code	GPA out of 5	GPA out of 4
95-100	Exceptional	A+	5.00	4.00
90 less than 95	Excellent	A	4.75	3.75
85 less than 90	Superior	B+	4.5	3.5
80 less than 85	Very Good	B	4.00	3.0
75 less than 80	Above Average	C+	3.50	2.5
70 less than 75	Average	C	3.00	2.0
65 less than 70	High Pass	D+	2.50	1.5
60 less than 65	Pass	D	2.00	1.0
Less than 60	Fail	F	1.00	0

UPM Implementation of Article Twenty-Eight

1. The student's final course grade will be one of the nine levels mentioned in the Article and his grades will be calculated in accordance with this distribution. The course instructor may consider other known assessment methods such as the grade average and the standard deviation in determining the student's end-of-course grade which reflects his achievement in the course.
2. The grade AU will be assigned to students who attend a course as auditors without being given any grades, regardless of their performance in the course. The effect of this assignment on the student's cumulative or semester grade is the same as the grade "No Grade-Pass" or NP. However, if the instructor informs the Deanship of Admissions & Registration that the student was absent for more than one third of the classes, the course will be eliminated from his record. See Implementation Rules for Article 8.
3. The grades "No Grade-Pass (NP)" or "No Grade-Fail (NF)" are assigned for courses offered on the basis of pass or fail.
4. If a student is registered in the Cooperative Program in summer semester and is assigned an IP grade in it, the IP grade will be changed to:
 - a. NP grade, if the student passes the Cooperative Program.
 - b. F grade if the student fails the Cooperative Program.
5. The grade "Withdrawn with Pass (WP)" or "Withdrawn with Fail (WF)" is given in accordance with Implementation Rules for Article 13.

Article Twenty-Nine

In accordance with the requirements of Article 19, and based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following:

No.	Rank	GPA out of 5	GPA out of 4
1.	Exceptional	4.50 - 5.00	3.50 - 4.00
2.	Very Good	3.75 - less than 4.50	2.75 - less than 3.50
3.	Good	2.75 - less than 3.75	1.75 - less than 2.75
4.	Pass	2.00 - less than 2.75	1.00 - less than 1.75

UPM Implementation of Article Twenty-Nine

1. A student must attain a cumulative GPA of 2.00 or above and a Good Rank to graduate.

Article Thirty

First honors will be granted to graduating students who achieve a cumulative GPA of 4.75 - 5.00 (out of 5.00) or 3.75 - 4.00 (out of 4.00). Second honors will be granted to graduating students who achieve a cumulative GPA of 4.25 - less than 4.75 (out of 5.00) or 3.25 - less than 3.75 (out of 4.00).

To be eligible for the first or the second honors the student:

- (a) must not have failed in any course at the university he is currently attending or any other university.
- (b) must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college.
- (c) must have completed 60% or more of the graduation requirements at the university from which he graduates.

UPM Implementation of Article Thirty

Graduates have Honors based on the following conditions:

1. First honors will be granted to graduating students who achieve a cumulative GPA of 3.75 - 4.00
2. Second honors will be granted to graduating students who achieve a cumulative GPA of 3.25 - less than 3.75.
3. Third honors will be granted to graduating students who achieve a cumulative GPA of 3.00 - less than 3.25.

Final Examination Procedures

Article Thirty-One

The college council may set up a committee to cooperate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of mark sheets and submitting them to the relevant committee within three days from the examination date of the course.

Article Thirty-Two

The college council may apply the principle of strict confidentiality in the final examination's procedures.

Article Thirty-Three

A course instructor prepares the examination questions. However, if the need arises, the college council may assign another teacher to do the same, based on the recommendation of the department Chairman.

Article Thirty-Four

A course instructor grades the final examination papers and if necessary, the department Chairman may assign one or more additional instructors to participate in the grading process. The college council may also assign the grading process to another instructors(s) when the need arises.

UPM Implementation of Article Thirty-Four

In the case of common examinations for a multi-section course, the grading of the examination may be assigned to course instructors regardless of which sections they teach.

Article Thirty-Five

The instructor who corrects the final exam, and records the marks obtained by students on the designated grade list, signs his name on the grade sheet and has it countersigned by the department Chairman.

UPM Implementation of Article Thirty-Five

1. The Registrar determines the procedures for submitting final grades in accordance with the dates specified in the academic calendar. Course instructors submit the students' grades accordingly to the SIS.
2. No grade shall be corrected or changed after the submission of the grade records to the Registrar without a written request from the course instructor that includes proper justifications. Such request must be endorsed by the department Chairman. The Registrar should be informed of the change no later than the beginning of the final examination period of the next term. Only the new grade will appear in the student's record.

Article Thirty-Six

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

UPM Implementation of Article Thirty-Six

1. The Registrar schedules the final examinations in such a way that no student is given more than two exams in one day.
2. Every semester the Registrar prepares the schedule of the final examinations listing the date, time, and location of examinations. The following considerations are observed:
 - (a) The final examinations schedule must be maintained free from conflicts to the maximum extent possible.
 - (b) The classrooms and auditoria in which the examinations shall be held are reserved.

(c) The departments and students are informed by an announcement of the schedule of final examinations at least one week before the commencement of the final examinations period as specified in the University's academic calendar.

3. All course instructors and students should abide by the examination schedule prepared by the Registrar.
4. In the event of a conflict in a student's final exams, the course instructors provide make-up examinations for such courses with the approval of the Registrar and the chairmen of the departments concerned. The make-up exam is to be given during the final examination period.
5. The schedule of a final examination of a certain course may be changed for justifiable reasons upon the recommendation of the course instructor and the department Chairman. The college council, in coordination with the Registrar, decides on such cases. The recommended new date and time of the final exam of this course must fall within the final examination period.
6. An instructor of a course which does not require final examinations, as per its approved description, may give alternative examinations or homework assignments to the students instead of the final examination upon the Dean's Approval.

Article Thirty-Seven

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Article Thirty-Eight

Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council.

UPM Implementation of Article Thirty-Eight

1. Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.

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2. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
 3. Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.
 4. A course instructor who discovers that a student is cheating or helps in cheating in homework assignments, quizzes or any other requirements of the course shall assign for the student a zero grade in that work. The instructor shall report in writing the case and his recommendations to the department Chairman who, in turn, shall submit the case to the Dean of the college. After deliberating the case, the college council, may review the penalty or approve the instructor's decision(s) or give an F grade to the student in the course, or else if further action is required refer it to the Student Affairs Committee for review and submitting its recommendation to the Rector of the University based on the Student Disciplinary Rules. A student has the right to appeal to the Dean of Student Affairs within one week of notification of the disciplinary decision. A student must not have two penalties for one the same misconduct.
 5. A course instructor or a supervisor of a course examination who discovers that a student is cheating, attempting to cheat or helps in cheating in any of the written examinations must not allow the student to continue in the examination, and the student deserves an F grade in that course. The instructor shall report in writing the case to the department Chairman who, in turn, shall submit the case to the Dean of the college. After deliberating the case, the college council may decide:
 - (a) that the student does not deserve the F grade. In this case, the instructor gives the student a make-up exam.
 - (b) that the student deserves the F grade. In this case, the college council refers the case to the Student Affairs Committee for review and submitting its recommendation to the Rector of the University based on the Student Disciplinary Rules. A student has the right to appeal to the Dean of Student Affairs within one week of notification of a disciplinary decision.

Article Thirty-Nine

If the need arises, the council of the college which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next semester's examinations.

UPM Implementation of Article Thirty-Nine

A student who feels strongly that he has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and his instructor are unable to arrive at a mutually agreeable solution, the student may forward an official appeal to the Chairman of the department offering the course, no later than the end of the fourth week of the next semester. The department Chairman will investigate whether the appeal is justified by reviewing the instructor's evaluation of the student based on the student's class work and final examination scores. The department Chairman will then take appropriate action, if he deems necessary, by submitting the student's appeal to the college council to decide on the case.

Article Forty

Following the recommendation of the relevant department council, the college council determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration.

Article Forty-One

Consistent with the provisions of Articles 31-40 of this document, the University Council establishes the regulations that govern the final examination procedures.

UPM Implementation of Article Forty-One

Examination Regulations can be seen on Appendix 1

Transfer

TRANSFER FROM ONE UNIVERSITY TO ANOTHER

Article Forty-Two

The transfer of a student from outside the University may be accepted under the following conditions.

- a. The student should be enrolled at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer provisions as determined by the University Council.

UPM Implementation of Article Forty-Two

All transfer applications are submitted to the Admission & Academic Standing Committee which studies the application and ensures that the applicant fulfills the requirements of this article, in addition to any other provisions the Committee deems necessary in coordination with the colleges concerned.

Article Forty-Three

The college council shall review the courses taken by the student outside the department which offer University based on the recommendations of the department will be transferred equivalent courses. The courses evaluated as equivalent to the student's record but will not be included in the calculation of his cumulative GPA.

UPM Implementation of Article Forty-Three

To get transfer of credit for any course taken outside the University, the following provisions shall be observed:

1. the student should have completed the Preparatory-Year program or have been admitted to the university as freshman student.
2. the student should have obtained grade of C or higher in that course.

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3. the course was taken at a recognized college or university.
 4. the course is equivalent in its contents to one of the courses which are included in the UPM degree requirements. Otherwise, it may be counted as an elective with the approval of the council of the department offering the degree program and the college council concerned.
 5. The grade earned by the student in the course is not included in the student's cumulative GPA.
 6. Courses taken at two different institutions at the same time are not considered for transfer of credit.
 7. Courses taken at another institution simultaneously while studying at UPM (in the same semester) are not considered for transfer of credit.

Article Forty-Four

If, after his transfer, it is discovered that a student had been dismissed from his previous university for disciplinary reasons, his enrollment will be considered canceled as from the date of acceptance of his transfer to the University.

UPM Implementation of Article Forty-four

A transferred student might be dismissed from the University if it turned out he was disqualified of his previous University for disciplinary reasons.

Article Forty-Five

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, under the general transfer rules.

TRANSFER FROM ONE COLLEGE TO ANOTHER WITHIN THE SAME UNIVERSITY

Article Forty-Six

A student may be transferred from one college to another within the University in accordance with rules established by the University Council.

UPM Implementation of Article Forty-Six

1. A student may transfer from one college to another within the University
2. The student should continue to study all the courses he registered for at the level preceding the transfer, in compliance with the adding and dropping rules.
3. The transfer from one college to another will appear in the academic record of the student starting the term following the transfer.

Article Forty-Seven

The academic record of a student transferred from one college to another includes all the courses he has studied together with the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE SAME COLLEGE

Article Forty-Eight

With the approval of the Dean of the relevant college, a student may transfer from one major to another within the same college according to the rules established by the University Council.

UPM Implementation of Article Forty-Eight

1. A student may transfer from one major to another within his college at any time before he completes the fourth academic level in his undergraduate studies. The college council may consider exceptional cases after that level.
2. The transfer to the new major will appear in the academic record of the student starting the term following the transfer.

Article Forty-Nine

The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

Visiting Students

Article Fifty

A "visiting student" is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following rules.

The student must obtain prior approval from the college at which he is studying.

The student should be enrolled at a recognized college or university.

The course the student is taking outside his university should be equivalent to one of the courses included in his degree requirements.

If the visiting student is studying in one of the branches of the university to which he belongs, the case should be dealt with in accordance with Article 47.

The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.

The course grades credited to the visiting student will not be considered in his cumulative GPA.

The University Council may establish other conditions regarding visiting students.

UPM Implementation of Article Fifty

1. A UPM Student Visiting another University or College:
 - 1.1. Visiting is allowed during regular Semesters only.
 - 1.2. The student should submit to the Chairman of the academic department a written application indicating the course(s) he intends to study at the other university. The department council sets up a committee to evaluate these courses and suggest, if applicable, the equivalent courses at UPM. The Student may submit his application after he finishes studying the course or course if he was unable to get the approval prior to that.

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- 1.3. After completing the course(s) the student submits a formal request to the Deanship of Admissions & Registration for transfer of credit. The final decision whether to accept a course for transfer is made in compliance with the Implementation Rules of Article 43.
 - 1.4. Notwithstanding the degree requirements, the maximum total credit hours that can be transferred from outside the University is no more than 40% of total Credit Hours on the Degree Plan, and the student's grade in each transferred course must not be lower than C. These grades are not included in the cumulative or major GPA.
 2. The Visiting Student to UPM:
 - 2.1. Visiting can be during a regular or summer semester.
 - 2.2. The student should submit approval from the institution at which he is currently studying, indicating justifications for taking the courses outside his institution.
 - 2.3. All courses should be recorded in a unified academic record, including all courses studied at this University while a regular or visiting student.

General Rules

Article Fifty-One

These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

Article Fifty-Two

The University Council may set up implementation rules which will not contradict these regulations.

Article Fifty-Three

The Higher Education Council reserves the right to interpret these regulations.

Appendices



Appendix (A) Academic Record, Evaluation Symbols

- **Academic Record**

It is a notification that clarifies the academic progress of the student. It includes the courses the student studies in every semester with its symbols, numbers, number of units acknowledged, the evaluations he got, the symbols of evaluations and their values. This record also clarifies the semester average, the accumulative average, and the report of the general evaluation. Moreover, the courses the student is exempted from.

- **Symbol of Evaluations**

Symbol in Arabic	Symbol in English	Grade limit	points	التقدير بالعربية	English overtones
أ+	A+	95-100	4.00	ممتاز مرتفع	Exceptional
أ	A	90 Less than 95	3.75	ممتاز	Excellent
ب+	B+	85 Less than 90	3.50	جيد جدا مرتفع	Superior
ب	B	80 Less than 85	3.00	جيد جدا	Very Good
ج+	C+	75 Less than 80	2.50	جيد مرتفع	Above Average
ج	C	70 Less than 75	2.00	جيد	Good
د+	D+	65 Less than 70	1.50	مقبول مرتفع	Pass-High
د	D	60 Less than 65	1.00	مقبول	Pass
هـ	F	Less than 60	0.00	راسب	Fail
م	IP	--	--	مستمر	In-Progress
ل	IC	--	--	غير مكتمل	In-Complete

ح	DN	--	0.00	محروم	Denial
دن	NP	60 and more	--	ناجح بدون درجة	No grade-Pass
ده	NF	Less than 60	--	رسوب بدون درجة	No grade-Fail
ع	W	--	--	منسحب بعذر	Withdrawn



Appendix (B) an example to the semester accumulative average account in Prince Mughrin Bin Abdulaziz university:

(Example)					
First semester:					
Course name	Credit number	Percentage	Evaluation symbol	Evaluation weight	Points
Mathematics	4	85	B+	3.5	14
General Physic 1	4	80	B	3	12
General Chemistry	4	90	A	3.75	15
Academic English Writing 1	3	75	C+	2.5	7.5
Islamic Culture	3	95	A+	4	14
Total	18				62.5
$\text{First semester average} = \frac{\text{Total Points (62.5)}}{\text{Total Units (18)}} = 3.47$					

Second semester:						
Course name	Credit number	Percentage	Evaluation symbol	Evaluation weight	Points	
Differentiation & Integration 2	4	70	C	2	8	
General Phisic 2	4	65	D+	1.5	6	
Introduction to Computer Sciences for Engineers	3	85	B+	3	9	
Academic English Writing 2	3	90	A	3.75	11.25	
Arabic Language	3	77	C+	2.5	7.5	
Introduction to Engineering Drawing	1	79	C+	2.5	2.5	
Total	18				44.25	
Total Points (44.25)						
$\text{Second semester average} = \frac{\text{Total Points (44.25)}}{\text{Total Units (18)}} = 2.45,$ $\text{CGPA} = \frac{(62.5)+(44.25)}{(18+18)} = 2.96$						

English Descriptive	Arabic Descriptive	Points	Grade Limit	Code	Arabic Code
Exceptional	ممتاز مرتفع	4.00	100 – 95	A+	أ+
Excellent	ممتاز	3.75	90 less than 95	A	أ
Superior	جيد جدا مرتفع	3.50	85 less than 90	B+	+ب
Very Good	جيد جدا	3.00	80 less than 85	B	ب
Above Average	جيد مرتفع	2.50	75 less than 80	C+	+ج
Good	جيد	2.00	70 less than 75	C	ج
Pass-High	مقبول مرتفع	1.50	65 less than 70	D+	+د
Pass	مقبول	1.00	60 less than 65	D	د
Fail	راسب	-	Less than 60	F	هـ
In-Progress	مستمر	-	-----	IP	م
Incomplete	غير مكتمل	-	-----	IC	ل
Denial	محروم	-	-----	DN	ح
No Grade-Pass	ناجح بدون درجة	-	60 and more	NP	ن د
No Grade-Fail	راسب بدون درجة	-	Less than 60	NF	هـ د
Withdrawn	منسحب بعذر	-	-----	W	ع

Withdrawn with Pass	منسحب بأداء مرض	-	-----	WP	ع ج
Withdrawn with Fail	منسحب بتقدير راسب	صفر	-----	WF	ع هـ
Audit	مستمع	-	-----	AU	ع م