

**Kingdom of Saudi Arabia
Ministry of Education
University of Bisha
Vice Presidency for Academic Affairs**



**University Study and Examinations Regulation
for Undergraduate Education
&
The Executive Rules at the University of Bisha
1438H - 2017G**



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**Towards a Creative, Knowledge
based Community**

**In the Name of ALLAH,
Most Merciful, Most Compassionate**

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Resolution No. (13/27/1423H) of the Higher Education Council

Resolution No. (13/27/1423 H) dated 02.11.1423H

Pursuant to the provisions stated in Paragraph Six of Article 15 of the Higher Education Council and universities system, which states that it is the responsibility of the Higher Education Council to issue the regulations shared by all universities;

And since the regulations pertaining to university study and examinations are shared among universities and endorsing them would lead to the unification and organization of all study and examination procedures at universities, and finding a better coordination among them in this respect.

And after reviewing the memorandum of the general trusteeship of the Higher Education Council with regard to this issue, as well as a copy of the suggested modifications to the unified regulations of the university study and examinations for the undergraduate education in accordance with the draft presented to the Council, the Council decided the following:

(Approval of the suggested modifications to the regulations of the university study and examinations for undergraduate education and Executive Rules according to the form attached with the resolution).

Promulgated by the approval of the Custodian of the Two Holy Mosques, the Prime Minister and the Chair of the Council of Higher Education under the Telegraphic Directive no. 7/B/45888 dated 23.11.1423H.

Subsequent Modifications:

- The Custodian of the Two Holy Mosques, the Prime Minister and the President of the Council of Higher Education approved the decision of the Council of the Higher Education no. 9/43/1427 to modify paragraph E of Article 17 as per the attached form that is included in the regulation by the Telegraphic Directive no. 6204/ MB dated 18/08/1427H.
- The Custodian of the Two Holy Mosques, the Prime Minister and the President of the Council of Higher Education approved the resolution of the Council of the Higher Education no. 23/45/1428 to modify some of the paragraphs of Article 1, 5, 8, and 13 of the regulation of study and examination for undergraduate education as per the attached form included in the Regulation by the Telegraphic Directive no. 3030/MB dated 23/33/1428H.

- Deputy Prime Minister approved the minutes of the Council of the Higher Education no. 14/62/1431 to modify some of paragraphs of Articles 19, 20 and 29 of the regulation of the study and examination for undergraduate education as per the attached form included in the regulation by the Telegraphic Directive no. 466/MB dated 21/01/1432H.

University Council Decision No. (11)

Dated 02.06.1438H

The University Council approved, in its third session held on 02.06.1438H by its resolution no. 11, on the regulation of the study and examination for undergraduate education and the Executive Rules at the University of Bisha as per the attached form included in the unified regulation of study and examination for undergraduate education in accordance with the provisions of Article (20/12) of the Council of Higher Education and Universities.

University Council Decision No. (12)

Dated 05.09.1438H

The University Council approved, in its fifth session held on 05.09.1438H by its resolution no. 12, on the modification of the executive rules of the study and examination regulation for undergraduate education at University of Bisha as per the attached form included in the unified regulation for undergraduate education in accordance with the provisions of Article (20/12) of the system of the Council of Higher Education and Universities.

Article One: Definitions

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 Session:

- A period of 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 year.

Academic Level:

- Indicates the level of study in accordance with the specification of each approved grade program.

Study Plan:

- Is a group of compulsory, elective and free courses which form from the total of its units the graduation requirements that the student shall successfully pass to obtain the grade in the specific major.

Course:

- A subject of study subject within a certain academic level of the approved grade plan in each major (program). Each course has a number, code, title and detailed description of its contents to distinguish it in terms of content and level 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).

Study Unit/Credit Hour:

- Each of the weekly lectures with duration not less than fifty minutes or a laboratory session or field study of not less than one hundred minutes' duration.

Academic Probation:

- A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

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 particular course.

Final Examination:

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

Final Examination 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.

Grade:

- A percentage or alphabetical letter, assigned indicating the final grade received in a course. See Appendix (A).

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 (L) or (IC).

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 (M) or (IP).

Semester GPA:

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

Graduation Ranking:

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

Minimum Course Load:

- The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

Executive Rules of Article One**Permanent Committee for Student Academic Affairs:**

A committee established by a decision issued by the Rector to examine the students cases sent from the competent colleges as required by the regulations and other tasks determined by the Rector.

Permanent Committee for the First Year:

A committee established by the Rector to supervise the first year management and to consider the students cases sent from competent colleges as required by the regulations and other tasks determined by the Rector.

First Year:

This is the first academic year for new male and female students at University of Bisha which is offered by the University in three courses: health course, engineering scientific course and human administrative course to prepare them and acquire basic university skills. The student must complete all its courses within the specified period (See Rule 2 of Article 20 and Rule 3 of Article 19). It is calculated within the student's study course as well as calculated on the CGPA.

Academic Program:

Means the integrated program of courses that prepare the student during a specified period cognitively, skillfully and personally to obtain a university grade in a specific Major.

Program Requirements:

Means specific compulsory courses for a specific number of approved units that are studied by all students of the Program.

University Requirements:

Means certain compulsory courses that are studied by all students of Senior levels.

College Requirements:

Means certain compulsory courses that are studied by all students of the college.

Optional Courses:

Means a set of courses from which the student selects to achieve the required number of approved academic units assigned to the optional courses of the study program.

- 1- Through the Student Counseling Unit, each college/department holds a meeting at the beginning of each semester with new students to introduce them to the college (and its departments). It is the student's responsibility to know his/her study plan, its courses, understand the regulations governing his/her study, the terms stated above, the important regulations in the student's academic career and the explanation of the important terms in this Regulations.
- 2- Each course has a number consisting of three boxes from the left that represents the undergraduate commencing from (1) for the first stage and (2) for the second stage, etc. The second box represents the science of the course within the Major. The third box represents

the course sequence within the science.

- 3- Each course has a code consisting of three letters or more letters indicating the Major of the course.
- 4- The number and code of the course may not be repeated more than one section. The course number may not also be repeated in one section.
- 5- The previous or concurrent requirements of the courses shall be specified in the approved study plan. They may not be changed or cancelled without the approval of the University Council upon the recommendation of the relevant department council and the college council.
- 6- The Department establishes a list of contents of each of its courses, distinguishing it from other courses in terms of content and level and textbooks and references that are approved by the University College upon the recommendations of the relevant Department Council and College Council and the permanent committee of plans and curriculum.
- 7- The Department determines within the study plan the courses of practical, field or clinical nature and others.
- 8- Each department's theoretical, practical, training, field or clinical courses has an electronic file based on the National Commission for Academic Accreditation and Assessment models which shall be maintained by the Council to follow-up, evaluate and develop. It includes the following:

- A- The name and code of the course and the number of its study units.
 - B- Previous or concurrent requirements of the course (if any).
 - C- The objectives of the course.
 - D- Definition and description of the course in Arabic language.
 - E- Definition and description of the course in English course.
 - F- Proposed methods of teaching the course.
 - G- Methods of study assessment of the course in accordance with its nature, including:
 - H- Course works (number and types).
 - I- The grade of the course works of the course and its theoretical and practical contents.
 - J- The final test grade or final report in the semester.
 - K- A list of the names of main references of the course, especially available in the University library.
- 9- The Department's Council shall review the courses of its plans and evaluate them after graduating at least the first academic batch of such plan.

Article Two: Admission of Prospective Students

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

Executive Rules of Article Two

The Admission and Registration Deanship prepares a recommendation for the University Council, in coordination with the University administration, in which the number of students who can be admitted in the following year is suggested.

Article Three

For admission to the University, the prospective student must satisfy the following requirements:

- A- The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia.
- B- 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 may waive this condition if the applicant has a persuasive explanation.
- C- The applicant must be of good conduct.
- D- The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
- E- The applicant must be medically fit.
- F- The applicant must obtain the written approval of his/her employer, if he/she is an employee in any government or private institution.

- G- The applicant must satisfy any other requirements specified by the University Council at the time of application.

Executive Rules of Article Three

- 1- The student must be a Saudi national, having a Saudi mother or having official scholarships.
- 2- Take all the exams required by the University or College.
- 3- The student who meets the required requirements shall submit the documents determined by the Deanship of Admission and Registration at the University at the time and place specified by the University and the requirements declared at the time.
- 4- The student must not have exceeded five years after obtaining the High School Certificate or its equivalent. The Rector may overlook this requirement if there are convincing reasons (provided that the competency test and achievement test should not be more than (3) years.
- 5- Should not have been dismissed from the University of Bisha or any other university academically or disciplinary and if it found, after the admission of the student, that he/she was already dismissed for disciplinary or academic reasons, the admission shall be null and void.
- 6- Admission to Health Colleges is required to be a graduate of the same year of admission.
- 7- The admission application of students who have been notified of their nomination for

admission and have not appeared to complete the admission procedures in time shall be cancelled.

8- The admission of non-Saudi internal and external scholarship is unit to Executive Rules in this regard and in accordance with the Ministry of Education.

9- First year students, after their initial admission to the (Health and Engineering Colleges) are unit to Major mechanism after completing the first year where each college requires a certain competitive rate and students must be notified upon admitted through the academic advisors in their colleges.

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.

Executive Rules of Article Four

1- The comparison between applicants who meet all requirements shall be in accordance with the High School Exam, personal interview and exams prepared by the National Center for Assessment in Higher Education (Aptitude and achievement exams) and any other admission standards approved by the University Council.

2- The Deanship of Admission and Registration, in coordination with the colleges, shall specify

the special procedures relating oral and written exams and personal interview if any.

- 3- The admission of the student who are late for performing oral and written exams and personal interview if any.

Study System

Article Five

- A- Students are promoted successively from one academic level to another, in accordance with the promotion rules. in accordance with Executive Rules approved by the University Council.
- B- The plan of the study shall be designed at least eight semesters for undergraduate level.

Executive Rules of Article Five

- 1- Each male / female student shall be familiar with the study system in his/her college, regulations and systems including the system of registration, interruption and academic warnings and graduation requirements. The student shall consult the academic advisor in his/her college when necessary.
- 2- An academic advisor shall be assigned to the students of each department to assist them in the following:
 - ✓ Understanding and interpreting the systems and regulations.

- ✓ Providing them with the study plan that includes graduation requirements.
- ✓ Following up on the academic progress of the student.
- ✓ Monitoring application for postponement and apology.
- ✓ Academic and disciplinary decisions if any.
- ✓ Being aware of the equivalent of the courses that they have studied in case of transfer or study outside the college or university.
- ✓ Notifying them when they were met with obstacles or get academic warnings and guiding them to improve their level by accessing to their results.
- ✓ At the end of each semester, the Academic Advisor shall submit to the Head of the Department the names of the students who have dropped out, warned, advances and students who are expected to graduate after the end of the semester.

3- The student shall be enrolled in the study in accordance with the following:

- A- The student's graduation shall be academically according to the courses he/she has successfully passed within the approved study plan.
- B- The student continues his/her academic achievement in accordance with the approved study plan and he/she is a candidate for graduation if he/she meets the graduation requirements.

4- Typical study plans are developed at least eight semesters for a bachelors' grade. The

student may complete the graduation requirements less than that.

- 5- The number of levels required for graduation in Community College from four to six levels in accordance with the approved study plans for departments in such colleges.

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.

Executive Rules of Article Six

The study in some colleges may be based on the full academic year in accordance with the rules and procedures in this regulation after replacing the term “academic year” with the “academic semester” whenever stated, in a manner that is not contrary to the following:

- A- The courses shall be presented in the annual system throughout an academic year at least thirty (30) weeks and do not include the periods of registration and final exams.
- B- A final exam shall be held for each course at the end of the academic year. For practical, clinical and health courses of training nature, the final exam shall be performed in it at the end of the training period.
- C- A second round exam shall be held not less than two weeks before the beginning of the academic year. It shall be permitted to those who have failed in the courses that the College University determines their nature and number of their

units. The result is sent to the Deanship of Admission and Registration before the end of the third week of study. Those who succeed in the second round exam will be obtained a grade (D) rather than a grade of the previous failure regardless of the grade that they obtain.

- D- If the student fails the second round exam, the student shall study the course another time then the grade obtained shall be calculated.

Academic Level System

Article Seven

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

Executive Rules of Article Seven

- 1- The first academic year consists of two academic levels: for health career and engineering scientific career and one academic level for human administrative scientific career provided that the colleges complete the courses of second level of the academic departments of the human administrative career.
- 2- The department's councils and colleges shall prepare the academic plans including the courses, numbers, codes and number of its units distributed at different academic levels.

A number of academic units shall be set for each level in accordance with the academic plans approved by the University Council.
- 3- Any modification of academic plan may not be made only after obtaining the approval of the University Council upon the request of the Department and College Council and recommendation of the Permanent Committee of Curricula and academic plans.

Article Eight

The University Council sets the registration, deletion and rules of courses within the approved academic plan to ensure the students registration for the minimum study load.

Executive Rules of Article Eight

- 1- The first year student is not permitted to make deletion and addition operations and change study section but the schedule is fixed for the student throughout his/her study

period at the University in the first year.

- 2- The student is automatically enrolled in accordance with the registration controls without the need to request him/her to do so. The student shall abide by attending the lectures from the first year of the beginning of the study according to the academic calendar of the University.
- 3- The students shall abide by attending in the sections specified in their schedules. The student shall bear the consequences of attendance in other sections that are not specified in their schedule.
- 4- The student shall be transferred from his/her level to the next level if he/she passes all the courses of that level.
- 5- The student is deemed to be a student of poor academic performance if he/she shall not pass one or more of the courses of the level in which he/she is enrolled.
- 6- The minimum limit of the study load in the registration of courses is 12 academic units per semester.
- 7- The maximum number of academic unit shall be according to the academic plan of each college in the event that he/she is committed to the plan. More academic units may be registered whenever it is so permitted (refer to Rule 9 below for further detail).
- 8- If the student fails in one or more courses, he/she re-studies the courses he/she failed another time in accordance with the following regulations:

- a- If the student fails in his/her Cumulative Grade Point Average the minimum or more academic unit, he/she shall only have to re-study the failure courses.
 - b- If the student fails in his/her Cumulative Grade Point Average of less than the minimum academic unit, the restudy failure courses must be made in addition to additional courses from the levels following his/her level in accordance with the study plan controls (previous or current requirements) and tables.
- 9- The student's enrollment is made from the levels following his/her level. The study load of the student is related to his/her Cumulative Grade Point Average as detailed below:
- a- A maximum of 12 academic units for students whose Cumulative Grade Point Average is less than (2).
 - b- 17 academic units for students whose Cumulative Grade Point Average ranging from (2 to 2.25).
 - c- 18 academic units for students whose Cumulative Grade Point Average ranging from (2.26 to 2.99).
 - d- 19 academic units for students whose Cumulative Grade Point Average ranging from (3,0 to 3.5).
 - e- 20 academic units for students whose Cumulative Grade Point Average ranging from (3,51 to 5).
 - f- The graduate student may register up to 24 hours – whenever possible – by the

College Registrar after the approval of the Dean and Department Head after resolving the conflict if any.

- 10- The maximum required units in registering courses are 10 academic units in summer semester. The student who expects to graduate shall have 12 study units.
- 11- The number of the following levels in which the registration of courses is allowed from three to four levels shall be determined in accordance with the Department plan. Upon obtaining the approval of the Permanent Committee for Student Academic Affairs, other levels of colleges that the nature of its study requires otherwise may be determined.
- 12- If the student could not register for the required units of the courses of next study level due to the inconsistency, failure to terminate the previous requirement or to terminate all courses of such level, he/she completes his/her required units of the courses of the following permitted levels (see 8 and 11 mentioned above). If the student subsequently fails to complete his/her study units, he/she shall simply study the available academic units even if the number of academic units is below the minimum limit.
- 13- The schedules of the next semester shall be already prepared five weeks before the end of the semester taking into consideration that there is no inconsistency of courses of next levels. The schedule shall not be modified after obtaining the approval of it. In case of extreme necessary, the coordination shall be made with the Deanship of

Admission and Registration.

- 14- Each student shall print his/her automatic schedule from the University website before the beginning of the semester. All students should print their schedules in their final form after the expiry registration processing period as indicated in the academic calendar.
- 15- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

Attendance and Withdrawal

Article Nine

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council - 75% - of the lectures and laboratory sessions assigned for each course, the student will be barred from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade (H) or (DN) in the course.

Article Ten

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than (50%) of the lectures and laboratory sessions specified for the course.

Executive Rules of Articles Nine and Ten

- 1- A regular student should attend lectures and practical lessons. He/she is prohibited from performing the final exam if the attendance percentage is less than (75%) of theoretical lectures and practical lessons of each course during the semester. The student who has been prohibited from performing the exam due to absence, he/she shall fail in the course. He/she shall obtain the grade (H, DN) in the grade box in the result list.
- 2- In conformity with the transfer to electronic transactions and in order to achieve promptness and accuracy, the absence registration shall be made automatically.
- 3- Registration of absence and absences with an automatic excuse shall be assigned to the instructor of the course and shall be fully responsible for it. The instructor of the course should enter the attendance and absence lists in the lecture within maximum 15 days from the date of the lecture.

- 4- The teaching staff starts to register the absence automatically from the first day of the semester and continues to register until the middle of the last week in accordance with the academic calendar. Then, the faculties shall print the final lists. (Last Week means the week that precedes the final exams of the first year courses and practical week specifically).
- 5- The instructor shall not enable the students whose name is not included in the lists to attend. The presence of the student in another group is the responsibility of both the instructor of the course and student.
- 6- If there is a convincing and documented excuse that prevents the student from attending the theoretical or practical lecture, he/she shall submit this excuse to the Head of the Department (by him or his representative) within seven days after the date of the lecture.
- 7- The Head of the Department shall be responsible for accepting or refusing the excuses and may rely on any committees he deems fit if necessary. This is directed to the instructor of the course to modify the absence to be an excused absence if his/her absence is accepted.
- 8- The student should follow up his/her absence percentage in the registered materials weekly; he/she will be given a first warning when the absence percentage reaches 10% and a second warning if the percentage reaches 20%. Upon the percentage reaches more

than 25%, the student will be deprived.

- 9- The Deanship of Admission and Registration shall confirm the deprivation of the students whose absence percentage in lectures have exceeded 25% in the middle of the week that precedes the week of the first year materials exams.
- 10- The College Council, to which the course belongs, shall authorize the College Dean to remove the deprivation of the student if he/she submits an acceptable excuse (provided that the absence percentage does not exceed 50% of the total lectures and practical and field lessons specified for the course), provided that this is affected one week before the beginning of the final exams of first year materials.
- 11- If the college is convinced to remove the deprivation of the student (unless his/her absence exceeds 50% of the total of lectures and practical and field lessons specified for the course) after the beginning of the final exams, this matter should be presented to the College and Department Councils. If the absence approval is approved, the Department shall perform an alternative exam for the student and notify the Deanship of Admission and Registration of the student's result.
- 12- The deprived student is not permitted to perform final exams before obtaining the approval of the College and Department Council to remove the deprivation.
- 13- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules

mentioned above at the beginning of each semester.

Article Eleven

A student who is absent for a final examination, will be given a zero grade for that examination. His/ Her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

Article Twelve

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

Executive Rules of Article Twelve

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken according to the following:

- 1- The student who is absent from performing the final exam shall submit his/her excuse to the Dean before the beginning of the next semester – by the student or his/her representative, who in turn refers his / her excuse to the College Council. If the College Council does not accept the excuse, the student must be officially informed If the

excuse is convinced, the Council shall be required to perform a make-up examination no later than two weeks from the beginning of the semester.

- 2- The Deanship of Admission and Registration shall be notified electronically of the grade obtained by the student in the case of acceptance of his/her excuse after performing the make-up examination no later than the end of the second week of the beginning of the study for the next semester. The Deanship shall modify the grade and allow the registration modification for the student.
- 3- Upon obtaining the result of the make-up examination starting from the third week of the semester, the Deanship of the Admission and Registration shall modify the grade and delete the course from registration, but the registration modification cannot be modified.
- 4- A make-up examination may be performed during the final exam period if an excuse is submitted early and is approved. In the following cases:
 - a- It is preferable that the first week of the semester or before it be specified for students to perform alternative exams at the college level.
 - b- Excuses shall be submitted to the Dean before the beginning of the next semester and shall be submitted either by the student himself/herself or his/her representative.
 - c- If the duration of the medical report includes a course exam, it is estimated by the

Head of the Department and instructor of the Course to repeat the course exam specified for the student.

d- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

5- The excuses accepted by the University, according to which the student is given a make-up examination for the final exams, include the following:

a- Pathological excuses of the student; provided that a medical report is submitted, that is certified by the medical services at the University or from a governmental hospital.

b- Death of a family member of the first grade (father, mother, brother, sister, son, daughter).

c- A traffic accident resulting in injuries obstructing the movement, the student should deliver the necessary medical report by a relative immediately after the exam (by the student or his/her representative).

d- Suspension or imprisonment, and the student should request to notify the University of the Letter from the entity in which he / she was suspended. This letter was directed to his/her college.

e- Appointments confirmed by official entities (court hearings certified by a judge or

notary or appointments to hospitals outside the region and others).

- f- Compulsory and emergency personal and family circumstances, such as domestic violence, transfer problems, health symptoms for which there are no medical reports. These cases are estimated by a committee consisted of the Dean, Head of the Department to which the student belongs and Head of Guidance and Counseling Unit. Taking into consideration the opinion of the instructor of the course and academic level of the student.

Article Thirteen

- a- A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a (P) or (W) grade to the student. This semester will be included in the period required for completion of the graduation requirements.
- b- The student may withdraw from one or more courses in the semester with an excuse in accordance with the Executive Rules approved by the University Council.

Executive Rules of Article Thirteen

a- Apology for continuing to study the semester:

- 1- The student shall apologize (deletion of the semester) automatically for continuing to study the semester without being deemed as a failure. A grade of (P) or (W) is registered if he/she apologizes five weeks before the beginning of the final exams according to the University academic calendar.
- 2- If the student apologizes after the last day of the apology and even before the beginning of the final exams of first year materials according to the University academic calendar, the student should submit his/her excuses to the Department Council and then to the College Council. If the excuses are accepted, the college shall submit it to the Deanship of Admission and Registration shall submit for execution. If the student excuses after the beginning of the final exams, the College shall submit it to the Permanent Committee for Student Academic Affairs.
- 3- The students shall follow up the results of deleting the semester on the academic electronic system, if the request is not approved, the student is obliged to attend according to his/her schedule.
- 4- The apologized student shall be obtained an excused withdrawn grade (P, W) in

all courses of that semester.

- 5- The apologized student must follow up his/her automated registration in the next semester or else it will be dropped out.
- 6- The duration of the apology is calculated within the period required to complete the graduation requirements.
- 7- The student may not postpone or apologize for more than two consecutive semesters or three non-consecutive semesters throughout his/her period at the University.
- 8- The first year student may not apologize for a semester, and this may be exempted from this by the approval of the Permanent Committee of the first year. This semester is calculated within the period required to complete the requirements of the first year.

b- Withdrawal from a course in the semester with an excuse:

- 1) First year student may not withdraw from any course.
- 2) The student may withdraw automatically from one or more courses with an excuse three weeks before the beginning of final exams according to the University academic calendar provided that the required units is not less than the minimum and a total of four courses maximum throughout his/her period at the University.
- 3) If the student apologizes for the course after the last day of the apology and even

before the beginning of the final exams of first year courses according to the University academic calendar, the student shall apply to the Dean which in turn transfers the application to the student adviser. In the case of accepting the recommendation, the application shall be transferred to the Department Council and then to the College Council for obtaining the approval. In the case of approval of the application, the College shall submit it to the Deanship of Admission and Registration.

- 4) Students may not withdraw with an excuse from one or more courses more than once during their study.
- 5) The student shall obtain a grade (P) or (W) in the course.

“Postponement and Interruption of Studies”

Article Fourteen

A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters or three nonconsecutive regular semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the University. The University Council may make

exceptions when it deems necessary. The postponed period is not included in the period required for completion of the graduation requirements.

Executive Rules of Article Fourteen

- 1- The first year student may apply for postponement of a semester during the first week if he/she submits an official excuse to the Permanent Committee of the First Year.
- 2- The student may apply to postpone the study on the academic electronic system one week before the beginning of the semester to be postponed stating the reason for the request for postponement.
- 3- The Deanship of Admission and Registration follows up the postponement requests electronically and approves all requests automatically at the beginning of the semester to be postponed.
- 4- The students follow up the results of the postponement request on the academic electronic system. If the request is not approved, the student is required to attend according to his/her schedule.
- 5- The student may not postpone and apologize for more than two consecutive semesters or three non-consecutive semesters throughout his /her period at the University.
- 6- The period of postponement shall not be calculated within the period required to complete the graduation requirements.
- 7- The postponed student shall follow up his /her automatic enrollment in the next

semester or he/she shall be considered interrupted.

8- The female student that accompanying her scholar husband or her legal custodian- this also can be applied to male students that accompanied their wives- may postpone upon sending a request to the Deanship of Admission and Registration for a period not exceeding five years after submitting what proofs the mission and if the female student wishes to return to the study before that period, she shall observe the following:

- a- In case of changing the study plans, it is equivalent to the similar courses or reward that the student has already studied. She shall complete the graduation requirements according to the current plan.
- b- If the study plans do not change, the student shall return to her previous academic status.
- c- After five years of dropping out of study, the female student shall continue her studying as a new student in accordance with the admission requirements at that time.

Article Fifteen

If a regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies for a period less than one semester. For the

associate student, his/her enrollment is terminated if he/she is absent from performing all final exams for that semester without an acceptable reason.

Article Sixteen

A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

Re-Enrollment

Article Seventeen

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

Apply

- a- He/ She must apply for re-enrollment within five regular semesters from the date of dismissal.
- b- The College Council and the authorities concerned must approve the re-enrollment.
- c- If five or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.

- d- A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e- A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

Article Eighteen

A student who has been dismissed from the University for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

Executive Rules of Articles Seventeen and Eighteen

- a- The first-year student whose enrollment has been terminated may not re-apply for the first year. The student whose enrollment has been terminated may convert to developed enrollment or Community College as available.
- b- After completing the first year, the student whose enrollment is terminated may apply for his/her college for re-enrollment under his/her previous number and record according to the following controls:
 - 1) Applying for re-enrollment no more than four semesters from the date of terminating the enrollment.
 - 2) The Concerned College Council shall approve the re-enrollment of the student

within the first two weeks from the beginning of the semester. If the approval of the College Council is delayed for this period, his/her re-enrollment shall be made in the following semester.

- 3) It is not permitted to re-enroll the student more than once and the Rector may, if necessary, exempt from this, after submitting the matter to the Council and department Councils and the recommendation of the Permanent Committee for Student Academic Affairs.
- 4) The student may not be re-enrolled if he/she has been academically dismissed.
- 5) The student should not have committed behavioral violations during the interruption period.
- 6) The student should not have been enrolled in another university and dismissed from it academically or disciplinary during the interruption period.
- 7) The student should obtain the approval of his/her reference in the study if he/she works in a governmental or private entity.
- 8) The student whose enrollment is terminated from the University or withdrawn from the University if he/she has more than two academic warnings.
- 9) If the student's enrollment has been terminated for five or more semesters, the student shall choose among the following:
 - The student shall apply to the university as a new student in the bachelor's

grade in the declared period of admission without reference to his/her previous academic record if he/she meets the admission requirements in such semester or such academic year.

- The student applies to the university as a new student in one of the Community Colleges at the University without reference to his/her previous academic record.
- The University Council is entitled to re-enroll the student and continue his/her Major in accordance with the following requirements:
 - ✓ The interruption period shall not exceed statutory period of program (scientific grade) from the date of interruption.
 - ✓ The interruption shall be justified by a reason approved by the College and Department Councils.
 - ✓ The student has successfully passed (40%) of the study units.
 - ✓ The student's Cumulative Grade Point Average should not be less than 2.25 out of 5.

Re-enrollment Mechanism:

The re-enrollment mechanism of the student shall be made automatically through the academic electronic system. In case of failure, the student shall submit an application to the academic advisor who shall in turn refer the lists of students who have right to re-enroll immediately after

the end of the semester to submit it to the Dean. The colleges shall:

- a- Notify the students this matter through the academic advisor and request them to print the re-enrollment form and submit it to the Deanship.
- b- Present the re-enrollment forms to the First College Council in the re-enrollment semester.
- c- Send a list of students approved for re-enrollment to the Deanship of Admission and Registration in the specified period.

Graduation

Article Nineteen

A student graduates after successfully completing all graduation requirements according to the grade plan, provided that his/her cumulative GPA is not less than pass. If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA if he/she passes the courses and fails in the average.

Executive Rules of Article Nineteen

- 1- The first-year student should successfully complete all courses submitted in the first

year and his/her Cumulative Grade Point Average should not be less than (2.00 out of 5.00) by the end of the year.

- 2- The first-year student who has an initial admission to the Health College and College of Engineering shall complete all courses submitted in the first year in addition to any other requirements approved by the Councils of Health College and College of Engineering. If the conditions do not apply, the student is transferred to another Major taking into consideration the student's desire and absorptive capacity.
- 3- If the student fails in the first year in one of its courses, he/she may register the failure courses in the summer semester (if any) according to the student's desire or in a third semester.
- 4- The first-year student may not study the Major courses before completing the first year courses.
- 5- The student shall graduate after successfully completing the graduation requirements in accordance with the study plan, provided that his/her Cumulative Grade Point Average is not less than (2 out of 5) or what is specified by the University Council. The College Council, upon the recommendation of the Concerned Department Council, may determine the appropriate courses studied by the student at the University to raise the Cumulative Grade Point Average provided that he/she has not previously studied if he/she succeeded in the courses and failed in the Cumulative Grade Point Average.

- 6- The student shall review the study plan for his/her Major and follow it until the completion of all its requirements before graduation.
- 7- The Deanship of Admission and Registration shall review all student records and check them to ensure that the student has completed all graduation requirements.
- 8- The Deanship of Admission and Registration shall submit a memorandum that includes lists of the students' candidates for graduation in the first session to the University Council following the final exam period for each semester including the summer semester.
- 9- The individual graduation memorandum shall be issued for students who obtain an incomplete grade (L) or who are allowed to perform an alternative exam in one or more courses at the last academic level of the graduation program or their equivalents upon completing the requirements. The last semester in the student's record is the graduation semester.
- 10- The names of students whose study plans require the termination of practical training requirements shall be submitted to the University Council requesting the approval to grant them the grade at the end of the semester in which they complete the study plan requirements provided that the following statement "the student completed the practical training requirements during such semester" shall be recorded in the student's record".
- 11- Each graduate shall be granted a graduation document in two languages: Arabic and

English indicating his/her first four names, place of birth, date of birth, college, Major, grade obtained, his/her grade upon graduation and enrollment status. The document shall be signed by the Dean of Admission and Registrations and stamped with the University stamp.

12- In case of loss or damage of the graduation document, a replacement allowance may be issued or damaged allowance according to the following:

a- The student shall state the loss of his/her graduation document in one of the local newspapers provided that he/she submits a request to issue a replacement allowance two weeks after the date of the statement; the statement shall be accompanied by his/her request or brings his/her damaged document.

b- A seal shall be stamped with the statement of (in lieu of lost) or (in lieu of damaged) on each alternative document.

Dismissal from University

Article Twenty

A student will be dismissed from the University in either of the following situations:

a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth

chance to the student who can improve his/her cumulative GPA by studying the available courses.

- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
- c. The University Council may make an exception and give the students who fall under categories (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

Executive Rules of Article Twenty

- 1- The first-year student shall be dismissed if he/she receives (3) consecutive academic warnings due to his/her grade point average are less than (2 out of 5).
- 2- The first-year student is dismissed if he/she has not completed all the first year courses during a maximum of three semesters.
- 3- The student is warned if his/her Cumulative Grade Point Average is less than 2.00 out of 5.00 and this is registered in the academic record. All students should know their academic situation after the end of each semester through the academic electronic system and review the academic advisor if necessary.

- 4- The bachelor level student is dismissed from the University if he/she receives three consecutive warnings, then, he/she is academically dropped out until the decision of the College Council is issued as follows:
 - a- The College Council may give the student a fourth opportunity for those who can raise his/her Cumulative Grade Point Average by assuming that he/she receives 60 points of studying 15 academic units provided that this is calculated and implemented automatically.
 - b- If the student cannot raise his/her Cumulative Grade Point Average after being given the third opportunity, the student can be given the fourth and last opportunity, after the recommendation of the College Council, to those who can raise his/her Cumulative Grade Point Average by assuming that he/she receives 45 points of studying 15 academic units provided that this is calculated and implemented automatically.
- 5- A (diploma) student of Community College shall be dismissed from the University if he/she receives two consecutive academic warnings and he/she shall be academically dropped out until the decision of the College Council is issued as follows:
 - a- The student is given a third opportunity for those who can raise his/her Cumulative Grade Point Average by assuming that he/she receives 60 points of studying 10 academic units provided that this is calculated and implemented

automatically.

- b- If the student cannot raise his/her Cumulative Grade Point Average after giving him/her the third opportunity, the Permanent Committee for Student Academic Affairs may give the student the fourth and last opportunity after the recommendation of the College Council to those who can raise his/her Cumulative Grade Point Average by assuming that he/she receives 60 points of studying 10 academic units provided that this is calculated and implemented automatically.
- 6- The student shall be dismissed from the University if he/she does not complete the graduation requirements for the bachelor's grade within the period prescribed for graduation and he/she addresses his/her situation according to the following:
- a- If he/she does not complete the graduation requirements within a maximum period of half of the period prescribed for graduation, in addition to the program period, the College Council may grant the student an exceptional opportunity to complete the graduation requirements up to a maximum of twice the original period specified for graduation provided that the reason for default is acceptable to the College Council.
 - b- If he/she does not complete the graduation requirements, the College submits the matter of the student to the Permanent Committee for Student Academic Affairs

to examine the submission to the University Council in order to give him/her an additional opportunity to one semester for graduation.

c- By the recommendation of the Permanent Committee for Student Academic Affairs, the University Council may return the dismissed students due to the exhaustion of the double duration of the program, the last opportunity for one semester for graduation.

7- The College shall, in coordination with the Deanship of Admission and Registration, list all the cases it receives and present them to the competent councils and submit them to the Permanent Committee for Student Academic Affairs within a period not exceeding a week from the beginning of the study; in case of delay, the student may register only in the next semester.

8- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

Study by Affiliation

Article Twenty-One

Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and Majors that allow this option. The University Council sets the rules and procedures for affiliation according to the following regulations:

- a. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- b. The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
- c. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- d. The student's transcript, graduation certificate, and grade must indicate that the student studied by affiliation.

Executive Rules of Article Twenty-One

- 1- The University Council shall determine the number of admitted students and Majors in which the association is available.
- 2- The annual controls for association shall be approved by the Rector upon the proposal of the Permanent Committee for Affiliation.
- 3- The Deanship of Admission and Registration shall notify the University Colleges of such controls after being approved by the Rector and announced in the time plan for the annual works of the Deanship.

Examinations and Grades

Article Twenty-Two

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

Executive Rules of Article Twenty-Two

- 1- The College Council shall, upon the proposal of the Department Council which shall teach the course, the grade of course works from 30% to 50% of the final grade of the courses.
- 2- The Head of the Department may review the questions of course exams before the exam to ensure with the instructor of the course the suitability with what was given to students and the diversity of questions on which the appropriate evaluation is based for students' scientific outcomes as well as their understanding of the course contents taken before such exam.
- 3- The course works (including exams, assignments, research, projects, e-learning activities or practical training) must be completed before the beginning of the final exams.
- 4- The Department shall retain everything related to the student's evaluation in the course

works until the end of the next semester.

- 5- The teaching staff shall declare to his students the grades of the course works in the last lecture given by him/her or the lecture preceding it pursuant to Article 13 (B-1), using student numbers without mentioning names.
- 6- The student may review the semester exams sheet to learn from his/her mistakes.
- 7- The student's receiving the final semester grades before entering the final exams is one of his/her rights.
- 8- The student is entitled to ask the course instructor after each semester to complain if the student is not convinced of his/her semester grade. The right of the student to complain in his/her total semester grade ends once the final exams for the semester have started.
- 9- If the student cheats in the semester exam or tries to cheat or violates the instructions and exam rules or it is proven to the course instructor that the student has cheated in completing the assignments, reports or researches, the course instructor or member of the control committee shall prevent the student from continuing doing the exam and write a report indicating in which what happened exactly then submit it to the Head of Department then to the Dean who in turn applies the appropriate penalty to the student as described in the School Discipline Ordinance and electronically notifies the Deanship of Admission and Registration. The student may appeal the decision to the

Standing Committee for Student Affairs within one week of being notified of the decision.

10- In cases of absence due to an excuse accepted by the Department or complaint in course exams, the Department Council may take the following decisions:

A- Determine alternative exams after notifying students officially with the date of the alternative exam.

B- Modify the result if the students' complaint is true.

11- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

Article Twenty-Three

The class work score is evaluated in one of the following ways:

- a. At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities.
- b. At least two written examinations.

Article Twenty-Four

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.

Article Twenty-Five

Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an incomplete grade (L) or IC grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the incomplete grade (L) or IC grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an F grade and will be included in the calculation of the semester and cumulative GPAs.

Executive Rules of Article Twenty-Five

- 1- The student is permitted to complete the course requirements in which he/she obtained an incomplete grade and modify the grade before the end of the next semester upon the recommendation of the course instructor and approval of the Department Council or its authorized representative.
- 2- The Deanship of Admission and Registration shall provide the departments with the modification form of grade (L) (incomplete). The amended result will be entered in the computer or the grade (F) (Fail) if one semester passed without making the modification.

Article Twenty-Six

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such courses.

Article Twenty-Seven

If courses of a research nature require more than one semester to complete, a grade of IP is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student's record for this course.

Article Twenty-Eight

The grades earned by students in each course are calculated as follows:

Mark	Grade	Grade Code	Points out of 5	Points 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+	4.50	3.50
80 – less than 85	Very Good	B	4.00	3.00

75 – less than 80	Above Average	C+	3.50	2.50
70 – less than 75	Good	C	3.00	2.00
65 – less than 70	High Pass	D+	2.50	1.50
60 – less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0

Executive Rules of Article Twenty-Eight

The grades obtained by the student in each course shall be calculated in accordance with Article (28) based on the points out of (5) to be as follows:

Mark	Grade	Grade Code	Points out of 5
95-100	Exceptional	A+	5.00
90-less than 95	Excellent	A	4.75
85 – less than 90	Superior	B+	4.50
80 – less than 85	Very Good	B	4.00
75 – less than 80	Above Average	C+	3.50
70 – less than 75	Good	C	3.00
65 – less than 70	High Pass	D+	2.50
60 – less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

Article Twenty-Nine

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.00), or 2.75 or higher but less than 3.50 (out of 4.00).
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75 (out of 5.00), or 1.75 or higher but less than 2.75 (out of 4.00).
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75 (out of 5.00), or 1.00 or higher but less than 1.75 (out of 4.00).

Executive Rules of Article Twenty-Nine

The Cumulative Grade Point Average stated in Article (29) shall be applied on the basis that the points (5), upon the student's graduation based on his/her Average, shall be as follows:

- 1- (Excellent): if the Cumulative Grade Point Average is 4.50 or higher.
- 2- (Very good): if the Cumulative Grade Point Average is 3.75 to less than 4.50.
- 3- (Good): if the Cumulative Grade Point Average is 2.75 to less than 3.75.
- 4- (Pass): if the Cumulative Grade Point Average is 2.00 to less than 2.75.

Article Thirty

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her graduation.

Second honors are granted to the student who has earned a cumulative GPA of 4.50 or higher but less than 4.75 (out of 5.00), or 3.50 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation.

The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the University or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her grade program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

Final Examination Procedures

Article Thirty-One

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing

the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

Executive Rules of Article Thirty-One

- 1- The College Council shall establish a General Committee for Examinations which shall cooperate with the departments in final exam works. Some of its tasks shall be as follows:
 - a- Issuing the final exams schedule for the students at least one week before the beginning of these exams.
 - b- Preparing the schedule of controllers for each hall during the exams period and circulating it by the Heads of Departments.
 - c- Distributing the students to the halls.
 - d- Preparing and developing the places of exams.
 - e- Distributing the answer sheet to departments in the College.
 - f- Supervising the test progress, the entry of students in the halls, distribution of observers and following-up their attendance and calculating the failure of them and notifying the Dean about this matter.
 - g- Receiving the lists of grades registration from the departments, reviewing them after they have been audited by the Department and signed by the Head of the Department then handed over to the Deanship of Admission and Registration

within a period not exceeding the period stipulated by the system.

- 2- The Department Council shall establish an internal committee for final exams whose tasks shall be as follows:
 - a- Handing over the answer sheet to the observers at least 15 minutes before the exams.
 - b- Handing over answer sheets from the observers after the end of the exam and delivering it to the Course instructor to be corrected.
 - c- Handing over the answer sheets after being corrected and grades reposts from the Course instructor.
 - d- Reviewing the grades registration and checking them in answer sheets and grades reposts.
 - e- Handing over the grades lists to the Head of the Department to be signed and shall in turn hand them to the General Committee for Exams at the college.
 - f- Keeping the answer sheets in the Department accompanied by the model answer to the courses final exams which their nature requires this, indicating in which the distribution of grades for a period specified by the Department Council, provided that is not less than one semester then terminated by a report approved by the Head of the Department.
 - g- The colleges, to which non-Arabic teaching staff and those who have an

insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

Article Thirty-Two

The College Council may apply the principle of strict confidentiality in the final examinations procedures.

Article Thirty-Three

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.

Executive Rules of Articles Thirty-Two and Thirty-Three

- 1- The course instructor is responsible for the confidentiality when preparing, printing and photocopying his exams in accordance with the decisions of the College Council.
- 2- The Head of the Department may review the final exam questions before the exam to ensure with the Course Instructor its suitability with what is given to the students and the diversity of questions resulting from the appropriate assessment of the student's scientific outcome as well as its understanding of the contents of the course taken before that exam.
- 3- A committee may be established at scientific department level to prepare the exams for

the general courses.

Article Thirty-Four

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.

Executive Rules of Article Thirty-Four

In the case of a general examination for all sections of a course, the grading of the examination papers may be assigned to certain course instructors, regardless of which sections they teach. The auto correction can be used in general courses in which there are large numbers of students.

Article Thirty-Five

The instructor who corrects the final examination records the grades earned by the students on a grade sheet specifically prepared for that purpose. He/ She then signs his/her name on the sheet and also has it signed by the department chairperson.

Executive Rules of Article Thirty-Five

- 1- Keeping up with the electronic transformation, the registration of course and final grades and their total shall be done automatically.
- 2- No modification to the final grades can be made after being approved.
- 3- The one who corrects the final exam shall register the grades obtained by the students in the grades registration lists which shall be signed and approved by the Head of the Department. The grades shall be registered according to the academic system after reviewing the grades registration lists by the Dean.
- 4- If the Course Instructor detects an error in registering the results after their approval, the following shall be followed:
 - a- The Deanship of Admission and Registration shall amend the grade upon an automatic request from the Head of the Department based on the decision of the Department Council and recommendation of a committee headed by the Vice Dean of the College and the membership of the Head of the Competent Department and the Course of the relevant course indicating the error and how it occurred.
 - b- The grade is approved once sent, if the modification is made and approved in the first two weeks of the next semester, the student has the right to amend his /her registration. If the modification is made commencing from the third week, the

modification is made without enabling the student to amend his/her schedule.

- c- Requests for the modification of grades are counted for each instructor and each scientific department. The Vice Rector for Educational Affairs shall raise the statistics to the Rector to take appropriate action.
- d- The Department keeps the student exam sheets for two semesters for reviewing.
- e- The colleges, to which non-Arabic teaching staff and those who have an insufficient knowledge of Arabic both speaking and writing belong, should explain the rules mentioned above at the beginning of each semester.

Article Thirty-Six

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.

The Executive Rules of Article Thirty-Six

- 1- The Admission and Registration Deanship schedules the student final examinations. No student is given more than two examinations on the same day.
- 2- the final examination schedule, which includes the date, time, and location of the examinations, in order to achieve the following:
 - a. Maintain schedules that are as free from direct examination conflicts as possible.

- b. Reserve classrooms and auditoria for the examinations.
- c. Inform departments and students of the final examination schedules at least a week before the beginning of the examinations, as indicated in the academic calendar.

3- All instructors and students must strictly abide by the examination schedule prepared by the Admission and Registration Deanship.

4- The course instructor is entitled to give a make-up examination for his/her course to students who face a direct examination conflict, with the approval of the Vice Rector and the departments concerned. The make-up examination is to be given during the final examination period.

5- For courses which do not require final exams as described, the Course instructor may give the students alternative exams or assignments for the final exam.

Article Thirty-Seven

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have lapsed.

Executive Rules of Article Thirty-Seven

1- The Dean or his authorized representative shall allow students who are late for exams a maximum of thirty minutes from the beginning of the exam to take the final exam after being convinced of the excuse of the student.

- 2- He/she shall not be allowed to leave the exam half an hour from its beginning.

Article Thirty-Eight

Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.

Executive Rules of Article Thirty-Eight

- 1- Cheating is a disgraceful and immoral act; faculty members and students must be committed to integrity and honesty to ensure the accuracy of grades.
- 2- All academic works and requirements of a course assigned to the student must be implemented by him/her without any assistance of any kind. The Course instructor shall be concerned for controlling actions and auditing the academic requirements to encourage students to be honest and sincere in implementing these works.
- 3- If the student cheats in the exam or attempts to cheat or violates the instructions and rules of taking the exam, the Course instructor or Member of the Proctoring Committee shall prevent the student from continuing the exam and write a report indicating what happened exactly and then submit it to the Head of General Examination Committee at the College. Then, the Dean of the College shall take the necessary actions in cases of cheating in accordance with the Students Disciplinary Regulation at the University.
- 4- The Dean of the College shall, if necessary, establish committees to investigate cases of

cheating and these committees shall terminate their works within two weeks of the assignment.

- 5- The Deanship of Admission and Registration shall notify the results of the cases of the investigation of cheat automatically for obtaining the approval.

Article Thirty-Nine

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.

Executive Rules of Article Thirty-Nine

- 1- The Head of the Department may review the final exam questions before the exam to ensure with the Course instructor its suitability with the studied contents and the diversity of questions resulting from the appropriate assessment of the student's scientific outcome as well as his/her understanding of the contents of the course taken before that exam.
- 2- The Head of the Department shall refer the results of the course in which he observes a clear disadvantage or prejudice leniency to the Department Council for studying it and shall recommend submitting it, if necessary, to the College Council.
- 3- If the student is not convinced of the final grade obtained, he/she shall follow the

following:

- a- The student shall submit a request to the Head of the Department for correcting the answer sheet again or reviewing it to confirm his/her grade.
 - b- The Head of the Department shall refer the request, after studying it, to the Course instructor to audit the answer sheet of the student. If there is need to modify the grade, the result of modification and its justifications shall be submitted to the Head of the Department. If there is no need to modify the grade, the student shall be notified officially through the Head of the Department.
 - c- If the student is not convinced by the opinion of the Course Instructor, he/she shall submit a request to the relevant Head of the Department to study his/her request with the Course Instructor. If the Course Instructor insists on his opinion in the grades, the Head of the Department shall present the request of the student to the Teaching staff and Course and Major Instructors without the concerned Course Instructor which shall review the student sheet and his/her decision is valid.
 - d- In the case of modifying the result, the Deanship of Admission and Registration shall be notified automatically by the Dean of the College.
- 4- Readjustment controls of the final exam answer sheets:
- a- The undertaking shall be taken from the student on the validity of the information

provided by him/her and shall fill a form including student's name, his/her university number, Cumulative Grade Point Average, warnings, name of course instructor, exam date and justifications for requesting the re-correction.

b- The submission of requests shall not exceed one week from the termination of the semester.

c- The College, as well as representatives of the students chosen from the student's councils, shall determine and declare the procedures governing the review of the final exam sheets in terms of preserving the right of the student and instructor alike to include the appropriate procedures if it is found that the student shall not have the right. If the student is found to have an error in registering or correcting, the request of student shall be deemed incorrect. If it is found that there is an error in registering or correcting, the instructor shall be accountable for his inaccuracy.

Article Forty

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.

Article Forty-One

The College Council sets the regulations pertaining to the final examination procedures, without detriment to the provisions stated in Articles 31–40.

Transfer from One University to Another

Article Forty-Two

The transfer of a student from another university may be accepted under the following conditions:

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

Executive Rules of Article Forty-Two

- 1- External transfer of students is available during either regular semester.
- 2- Female external transfer is only available during the first semester.
- 3- General conditions of external transfer:
 - a- The student must be a Saudi national, a Saudi mother and enrolled in a recommended Saudi government or foreign university or a certified private university.
 - b- All transfer requests are subjected to the actual capacity of the department or Major. The comparison between students shall be pursuant to their Cumulative

Grade Point Average.

- c- The student should have a Cumulative Grade Point Average of not less than two semesters and not more than four semesters.
- d- The student must strictly comply with the period and place specified for the transfer.
- e- Passing any exams required by the Department or College transferred to (if any).
- f- The remaining regular period shall be sufficient to complete the graduation requirements.

4- External Transfer Mechanism:

- a- The student shall submit a request electronically on the University website, provided that the required data are filled accurately within the declared dates.
- b- The student shall save the entered data and print the application. The transfer student shall submit a transfer form issued by the academic electronic system of the University of Bisha attached with:
 - a. (Main and Certified) academic record at the end of the last semester.
 - b. A copy of the High School Certificate.
 - c. A copy of the Identity Card (Civil Status Card or Family Record for Female Students).

5- External Transfer Controls:

In addition to the general conditions of external transfer, the student wishing to transfer to the University of Bisha must meet the minimum requirements of the transfer controls stated at the time.

Article Forty-Three

The College Council evaluates the courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

Executive Rules of Article Forty-Three

- 1- The College Council shall authorize the Heads of the Departments to equilibrate the courses in which the transfer student has succeeded, provided that the following:
 - a- The study shall be in a recognized college or university.
 - b- The course (courses) studied by the student outside the University shall be identical in most of its contents to one of the courses included in the graduation requirements. (70% of the content).
 - c- The grade of the equivalent course must not be less than good.
 - d- The number of the equivalent course units must not be less than the equivalent units in the University.

e- Equation of not more than 40% of the study plan hours.

- 2- The student submits to the Deanship of the College to which he/she is transferring an automated application to equilibrate the courses studied outside the University attached with the original copy of academic record and a detailed description of each course approved by the Head of the Department in which this course has been studied.
- 3- The College shall send the Equation Form after being approved by the College Council to the Deanship of Admission and Registration for being implemented.

Article Forty-Four

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University. No refund of course fees will be given, and the student will be dismissed from the University.

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, according to the general rules governing transfer.

Rules of Implementing for Article Forty-Five

- 1- The external transfer of students is available during either regular student.
- 2- The external transfer of female students is only available during the first semester.
- 3- All transfer procedures shall be completed according to the stated conditions and controls during the period specified by the Deanship of Admission and Registration provided that does not exceed the end of the first week of the beginning of the semester.
- 4- After completing the systematic procedures, the student will obtain the university card in which his/her university number, college and new department are recorded.

Transfer from one College to Another within the University

Article Forty-Six

A student may transfer from one college to another within the University in accordance with the rules endorsed by the University Council.

Executive Rules of Article Forty-Six

First: first-year student may not transfer between the first-year courses.

Second: the student may be transferred from one college to another inside the University according to the following:

First: general conditions for internal transfer:

- a- The transfer shall be one-time between colleges. The Permanent Committee for Student Academic Affairs may exempt from this.
- b- All transfer requests are subjected to the actual capacity of the Department or Major. The comparison between the students shall be pursuant to their Cumulative Grade Point Average.
- c- The remaining period of student study should be sufficient to complete the graduation requirements.
- d- The student shall obtain a Cumulative Grade Point Average of not less than two semesters and not more than four semesters.
- e- The student must fully comply with the period and place specified for the transfer.
- f- Passing any exams required by the Department or College transferred to (if any).

Second: External Transfer Mechanism:

- 1- The student shall apply for the transfer through the academic electronic system on the University website during the transfer period in the academic calendar. The student shall follow up the application through the website.
- 2- All transfer procedures must be completed during the period specified by the Deanship of Admission and Registration provided that they do not exceed the first week of the beginning of the study.
- 3- Upon execution of the transfer, the student shall receive an electronic transfer notice

that enables him/her to study at the college to which he/she is transferred.

Third: Internal Transfer Controls:

In addition to the general conditions of transfer (regarding the internal transfer), the student wishing to transfer between departments and colleges of the University must meet the minimum requirements of the transfer controls stated at the time.

Article Forty-Seven

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

Transfer from One Major to Another Within the College

Article Forty-Eight

A student may transfer from one major to another within a college, in accordance with the rules established by the University Council.

Article Forty-Nine

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

The Executive Rules of Article Forty-Eight

- 1- The student may transfer from a Major to another inside the College provided that he/she has taken at least two semesters in his/her original Major and not more than four semesters.
- 2- The student shall submit the application for transfer through the academic electronic system on the University website during the transfer period specified in the academic calendar. The student shall follow up the application through the website.
- 3- The College Dean approves the transfer applications automatically and then the approval of applications by the Deanship of Admission and Registration.
- 4- The student is not entitled to transfer inside the College from one Major to another more than twice during his/her study at the College.
- 5- The remaining period of student study should be sufficient to complete the graduation requirements.
- 6- Fulfilling the minimum transfer controls declared on that time.

Visiting Students

Article Fifty

A “visiting student” is a student who studies courses at another university or in any branch of the University to which he/she belongs without transferring. These courses are considered equivalent to those offered at the University, according to the following rules:

- a. The student must obtain the approval of his/her college before he/she begins his/her studies.
- b. His/ Her studies should be at a recognized college or university.
- c. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- d. If the visiting student is studying in one of the branches of the University to which he/she belongs, the rules under Article 47 apply.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- g. Any other conditions required by the University Council should be satisfied.

Executive Rules of Article Fifty

The visiting student is the student who studies some courses in another university or in a branch of the branches of the University to which he/she belongs without transfer. The courses studied by him/her are equilibrated according to the following controls:

First: the following are required to the student of University of Bisha who wishes to study as a visiting student at another university:

- a- Have an academic record (with Cumulative Grade Point Average) of at least two semesters at the College he/she enrolled before his/her request to study as a visiting

student.

- b- Obtaining the prior approval of the Student's College to allow him/her to study as a visiting student, determining the courses to be studied. The College may require obtaining a certain rate for the course equilibration and then shall be addressed to the study by an official letter issued from the Deanship of Admission and Registration.
- c- The study shall be at a recognized college or university.
- d- The course studied by the student outside the University shall be equivalent in its content and its academic units shall not be less than one of the courses included in graduation requirements.
- e- The rates of the courses that are equilibrated to the visiting student shall not be equivalent within his/her Cumulative Grade Point Average.
- f- The student must provide the Deanship of Admission and Registration with his/her results obtained within one week of the beginning of the study in the first semester following the period of his/her study as a visiting student. If he/she does not submit his/her results, he/she is considered as a dropped out of such semester (other than summer classes) and treated according to Article (15).
- g- The monthly reward shall be paid to the visiting student if he/she is entitled to obtain it after submitting his/her results for the semester he/she studied as a visiting student to the Deanship of Admission and Registration.

h- The maximum semesters that a student is permitted to study as a visitor are two semesters.

Second: the student of another university and wishes to study at University of Bisha as a visiting student is entitled to the following:

a- Have an academic record (with a Cumulative Grade Average Point) for at least two semesters of his/her university at which he/she was accepted.

b- Shall not be dismissed for disciplinary or educational reasons.

c- Obtain the approval from the Deanship of Admission and Registration at his/her university to study as a visitor at the University of Bisha and the courses that the student will study shall be determined.

d- The maximum semesters that a student is permitted to study s a visitor are two semesters.

e- Register the course that the student wishes to study in accordance with the controls of registration and the possibility of registration at University of Bisha.

f- No reward is given by University of Bisha.

g- At the end of his/her study, the student shall be provided with the results of the courses he/she studied by a letter explaining his/her grades.

General Rules

Article Fifty-One

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

Article Fifty-Two

The University Council may establish rules of implementation that will not contradict these regulations.

Article Fifty-Three

The Higher Education Council is entitled to interpret these regulations as it sees fit.

Appendices

Appendix (A):

Academic Records and Grade Codes:

Academic Record:

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

Grade Code (Arabic)	Grade Code (English)	Mark Range	Points		Grade Significance (Arabic)	Grade Significance (English)
أ+	A+	95-100	5.00	4.00	ممتاز مرتفع	Excellent
أ	A	90 less than 95	4.75	3.75	ممتاز	Excellent
ب+	B+	85 less than 90	4.50	3.50	جيد جداً مرتفع	Superior
ب	B	80 less than 5	4.00	3.00	جيد جدا	Very Good
ج+	C+	75 less than 80	3.50	2.50	جيد مرتفع	High Pass

ج	C	70 less than 75	3.00	2.00	جيد	Good
+د	D+	65 less than 70	2.50	1.50	مقبول مرتفع	High Pass
د	D	60 less than 65	2.00	1.00	مقبول	Pass
هـ	F	Less than 60	1.00	0	راسب	Fail
م	IP	-----	-	-	مستمر	In-progress
ل	IC	-----	-	-	غير مكتمل	incomplete
ح	DN	-----	1.00	0	محروم	Denial
ند	NP	60 and more	-	-	ناجح دون درجة	<i>No Grade - Pass</i>
هد	NF	Less than 60	-	-	راسب دون درجة	<i>No Grade - Fail</i>
ع	W	-----	-	-	منسحب بعذر	Withdrawn

Appendix (B):

Example of the Calculation of Semester and Cumulative GPA

First Semester:

Course	Cr Hrs	%	Code	GPA		Quality Points	
ISC 301	2	85	B+	4.5	3.5	9.00	7
CHEM 324	3	70	C	3.00	2.00	9.00	6
MATH 235	3	92	A	4.75	3.75	14.25	11.25
PHY 312	4	80	B	4.00	3.00	16.00	12
Total	12					48.25	36.25

Total points are 48.25

$$\text{First Semester GPA} = \frac{\text{total quality points (48.25)}}{\text{total credit (12)}} = 4.02$$

$$\text{or} = \frac{\text{total quality points (36.25)}}{\text{total credit (12)}} = 3.02$$

Second Semester:

Course	Cr Hrs	%	Code	GPA		Quality Points	
ISC104	2	96	A+	5.50	4.00	10	8
CHEM 327	3	83	B	3.00	3.00	12	9
MATH 314	4	71	C	3.00	2.00	12	8

PHY 326	3	81	B	4.00	3.00	12	9
Total	12					46	34

$$\text{Second Semester GPA} = \frac{46}{12} = 3.83 \quad \text{or} = \frac{34}{12} = 2.83$$

$$\text{Cumulative GPA} = \frac{\text{total quality points } (48.25 + 46)}{\text{total credits } (12 + 12)} = 3.93$$

$$\text{or} = \frac{\text{total quality points } (36.25 + 34)}{\text{total credits } (12 + 12)} = 2.92$$

Vision > A creative knowledge system for a productive society.

Mission > Building a competitive knowledge society through a developed educational environment and scientific researches and effective community initiatives and partnerships.

Objectives:

- Diversification and development of income sources.
- Improving the efficiency of material, human and technical resources.
- Developing attractive institutional and motivating work.
- Designing quality educational programs that meet the needs of the labor market.
- Building a developed scientific research system.
- Promoting student's values, belonging and moderate thinking.
- Providing effective community initiatives that promote the roles and status of the University.

Values > Accuracy, responsibility, institutionalism, team spirit, creativity, competitiveness, effectiveness.



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