

## Study & Examination Bylaws

### **First: Definitions**

#### **Article One**

**Student:** Every regular or enrolled male or female student in the university in the different colleges and branches of the university.

**Academic Year:** Two full semesters and one summer semester, if any

**Semester:** A period of time not less than fifteen (15) weeks during which courses are taught. The periods of registration and final examinations are not counted within this period.

**Summer semester:** A period of time not exceeding eight (8) weeks. The periods of registration and final examinations are not counted within this period. Time allotted to each course will be doubled.

**Study Level:** It indicates the educational level according to the approved degree program.

**Degree Program:** A collection of compulsory, elective/free courses which constitute, with the accumulation of its credit hours, the requirements a student must successfully complete in order to graduate in a specified major.

**Course:** A subject within the approved degree program of each major (program). Each course has a number, code, name and detailed description of its items, in terms of its content and level, from other courses. Each course has a special file that a department keeps for the purposes of follow up, assessment and development. It may happen that some courses might have prerequisite (s) or co-requisite (s).

**Block Book:** it's a Subject within the approved degree program in some majors. It is offers intensively and is not related to the beginning or end of the academic semester. Each course has a number, code, name and detailed description of its items, in terms of its content and level, from other courses. Each course has a special file that a department keeps for the purposes of follow up, assessment and development. It may happen that some courses might have prerequisite (s) or co-requisite (s).

**Unit:** A weekly lecture on theory, not less than (50) minutes, or a clinical class, not less than (50) minutes, or a practical or field training, not less than (100) minutes.

**Academic Warning:** A notification made to the student because of their low grade point average (GPA) from the minimum acceptable limit as described in these bylaws

**Continuous Assessment:** A score given to a student showing his achievements during the semester from tests, researches, and other academic activities related to the course.

**Final Assessment:** A final examination administered once at the end of each semester.

**Final Assessment Mark:** The score that a student achieves in each course in the final tests of the semester.

**Final Mark:** The sum total of class work scores and final examination score for each course. The score is computed out of one-hundred.

**Grade:** Description of the percentage or an alphabetical code for the final score a student achieves in each course.

**Incomplete Grade:** A grade entered temporarily for each course a student is unable to fulfill the requirement(s) for in the specified time. It is referred to in the academic record with the initials (IC).

**In progress Grade:** A grade entered temporarily for each course which requires more than one semester for completion. It is referred to in the academic record with the initials (IP).

**Re-sit Assessment:** An examination that is administered for failing students in courses specified by the College Council or any authorized body so that the student's final grade registered in his academic record after passing the re-sit exam shall be "Acceptable" or (D).

**Make-up Assessment:** An examination that is administered for the student within standards set by the College Council or the authorized body. This examination is for the courses which are given an incomplete grade or (IC) for the student's not attending for the approved basic examination.

**Semester Grade Point Average (GPA):** Sum total of the points the student achieves divided by the total credit hours for all the courses studied in every semester. Points are computed by multiplying the credit hours of a course by the grades the student achieves for each studied course. (See Appendix B)

**Cumulative GPA:** Sum total of the points the student achieves in all studied courses since their enrolment in the college divided by the credit hours for all those courses. (See Appendix B)

**General Grade:** Description of level of the student's academic achievement during the period they study at the university.

**Academic load:** Sum total of credit hours the student is allowed to register for during one semester. Minimum and Maximum academic load is determined according to the college bylaws.

**Stream (1):** Study programs in which the high school certificate holders enroll, and which grant the bachelor's degree.

**Stream (2):** Study programs in which the bachelor's degree holders enroll, and which gives another bachelor's degree.

**Graduate:** A student who has completed graduation requirements.

**Graduation Certificate:** A document that is submitted to the student after successfully completing his graduation requirements as well as the training period (internship) if it is part of the graduation requirements according to standards set by the College Committee.

**Student Information System:** A computerized application for the management of student information system.

**Course Teaching Faculty:** A teaching faculty member, in charge of teaching and coordinating a course. In case of courses taught by more than one teacher, a course teacher is meant to be the teaching faculty member who coordinates for the course.

**Second: Admission of Freshman Students**

**Article Two:**

- A. Based upon recommendation from departments and related bodies in the university, the University Committee can determine the number of students to be admitted in the following academic year.
- B. The Assistant Dean of Academic Affairs recommends, before the end of the first academic semester of each academic year, to the university president the number of students that may be admitted in the following academic year to be presented to the University Committee based on a proposal by College Committees and related bodies in the university.
- C. Based on the approval of the University Committee, the Assistant Dean of Academic Affairs instructs the Deanship of Admission and Registration on the proposed number of students in order to take formal procedures with related bodies to facilitate the process of admission.
- D. The Assistant Dean of Academic Affairs should inform the authorities administration of the number of students expected to be admitted next academic year.

**Article Three:**

In order to accept the student at the university must requires the following:

- A. Stream (1): The student should have obtained a general high school certificate or its equivalent from inside or outside the kingdom of Saudi Arabia according to the unified regulations list of Admission.
- B. Stream (2): The student should be a holder of a Bachelor's Degree in one of the majors approved by the University Committee.
- C. The student should be of good conduct and behavior.
- D. The student should successfully pass any test or interview included by the admission standards.
- E. The student should be medically fit.
- F. The student should provide written consent for study from his reference, if they work in government or private sector.
- G. The student should satisfy any other conditions the University Committee determines, announced during application.
- H. The student should not be dismissed from any other university for disciplinary or educational reasons.
- I. The student should not be a regular student in another university.

**Article Four:**

- A. Stream (1): Differentiation between applicants who fulfill all requirements is based on the grade the student obtained in the high school certificate or its equivalent, measurement examinations, in addition to personal interview, and admission exams if any.
- B. Stream (2): Differentiation between applicants who fulfill all requirements is based on their GPAs in the bachelor's degree, in addition to a personal interview, and admission exams if any.
- C. After the recommendation of the Assistant Dean of Academic Affairs, the Dean of Admission and Registration sends the final lists of admitted students to the university president to approve them.
- D. The Dean of Admission and Registration sends the final lists of admitted students to the Financial and Administrative Affairs to enter their data into the automated systems of the university.

**Third: Study System**

**Article Five:**

Study system dividing the academic year into:

- A. The student is graded in the study according to the degree program approved by the University Committee.
- B. Degree programs are designed equivalent to at least eight (8) academic semesters for the university level.

Article Six:

The academic study in some colleges may be on basis of a full academic year, in accordance with the degree programs approved by the College Committee. The academic year is counted as two levels.

**Fourth: Level System**

**Article Seven:**

**Study system dividing the academic year into:**

- A. Two full semesters and there could be a summer semester, the period of which is half the duration of the basic semester. The graduation

requirements are divided into levels in accordance with the degree program approved by the University Committee.

- B. Several integrated courses during the academic year. The graduation requirements are divided into levels in accordance with the degree plan approved by the University Committee.

**Article Eight:**

When registering, dropping or adding, students are subject to the following rules:

- A. The minimum academic load is twelve (12) credit hours during a regular semester and the maximum academic load is (20) credit hours. However, the Dean of the College should have the authority of approval of the increase of the maximum academic load for a student, provided that the total of credit hours does not exceed 22 hours, as required.
- B. If the student fails one course or more, they must study the courses according to the following standards:
- If the student fails more than (50%) of the approved study units or one-level courses, they must re-study the courses they have failed only in this level.
  - If the student fails (50%) or less of the study units, they must study the courses they have failed along with additional courses from next levels according to the following:
    - Registering in courses should be within the standards of the degree program and schedules.
    - There should be no conflict in their academic schedule.
    - When it is impossible for the student to register the academic load from the next level courses (because of conflict, or not finishing the pre-requisite, or completing all current level courses), they should complete their study loads from the allowed next level courses. If it is impossible to complete their study units afterwards, they should be satisfied with the available study units even if their number is less than the minimum.
    - The Assistant Dean of Academic Affairs or a delegate may give exception to this as less as possible.
- C. The number of levels from which courses can be registered is determined by two successive study levels.

- D. The student can be automatically registered (unless they are academically dismissed) before the start of each academic semester in accordance with the student's degree program, progressively starting from the lower rankings of the degree program as permitted by the enrollment status provided that there is no conflict with the student's schedule.
- E. The student may discontinue studying a course after the approval of the Assistant Dean of Academic Affairs or a delegate.
- F. The student may add a study course to his or her perfect degree program after the approval of the Assistant Dean of Academic Affairs or a delegate.
- G. In regard to the pre-vocational program of stream (1) students, procedures of registration, dropping and adding are restricted by the unified admission standards regulation of high school graduates, approved by the University Committee according to the following standards:
- All the approved credit hours for students in the first academic semester of the prevocational program are counted within the final GPA of the student.
  - English language courses in the first academic semester of the prevocational program are considered prerequisites for all courses in the second academic semester.
  - The first academic year of the prevocational program is compulsory and deferring or dropping is not permitted during it.
  - If the student does not achieve a GPA of at least (3.00) out of (5.00)/( Good average) after successfully finishing all the first academic year courses of the prevocational program, they have no right to apply for joining the College of Medicine, the College of Dentistry or the College of Pharmacy.
  - The unified stream students are distributed on the available university colleges only after the end of the second academic semester of each academic year.
  - The student is transferred from one level to the next if they successfully pass all the courses of that level.

### **Fifth: Attendance and Withdrawal**

#### **Article Nine:**

- A. The regular student must attend the lectures and the classes (practical and clinical) assigned for each course during the academic semester. They shall

be deprived from taking the final examination if the percentage of their attendance is less than (75%) of the total lectures and practical and clinical classes for each course during the semester. The student who is deprived, because of absence, is considered as a failure in the course, and will be awarded the denial grade (DN).

- B. The College Committee may specify the assigned percentage of attendance of a course or part of it as more than (75%) based on the recommendation of the curriculum committee of the college.
- C. The course may be dropped in case the student's absence reaches or exceeds (50%) because of a compulsive excuse approved by the College Committee or a delegate. In this case, the student will be given a "Withdraw with Excuse" (W).

**Article Ten:**

The College Council or whoever it delegates may, in exceptional cases, remove the deprivation and allow the student to enter the examination, provided they will give an acceptable excuse to the Committee. The University Council will determine the percentage of attendance, provided it shall not be less than (50%) of the lectures and classes for the course.

**Article Eleven:**

The grade calculated of the student who is absent from the final examination shall be zero in the exam. Their grade in that course shall be counted according to the scores of the course work they obtain.

**Article Twelve:**

If the student is not able to attend for the final examination in any course of the semester, for an unavoidable reason, the College Council or whoever it delegates in very urgent cases could accept this excuse and give them the permission for a substitute examination to be conducted within a period not exceeding the end of the following semester. They shall be given the grade they obtain after sitting for the substitute exam.

**Article Thirteen:**

First: Providing excuses for discontinuing enrollment during an academic semester/academic year:



- A. The student may withdraw from the semester without receiving a failing grade if they provide an acceptable excuse according to the following:
- Academic semester system: the student submits the application for withdrawal at least five weeks before the start of the final examinations.
  - Academic year system: the student submits the application for withdrawal at least eight weeks before the start of the final examinations.
  - Integrated courses system: the student submits the application for withdrawal before the start of the final examinations of the first course in the academic year.
- B. The application for withdrawal is submitted to the Dean of the College. At its next scheduled meeting, the College Committee will be informed of the application for withdrawal.
- C. A “Withdraw with Excuse” will be registered in the student’s record for all the courses registered in this academic semester.
- D. This semester will be counted as part of the time required to complete the requirements of the graduation.
- E. Regarding female students, the decision of the approval of the application for withdrawal is not considered effective before she brings her parent’s consent.
- F. Withdrawal or deferral chances shall not exceed two consecutive or three non-consecutive semesters. Regarding academic year system students, withdrawal or deferral chances shall not exceed two non-consecutive years during the period of enrollment.
- G. The student’s registration is closed if the year in which he withdraws immediately proceeds the following academic year. The College Committee may consider some exceptional cases. Each case is considered separately.
- H. After the end of the excused period, the student is automatically registered and they should attend; otherwise the student will be considered interrupted from study.
- I. The Dean of the College or whoever he delegates informs, within five working days starting from the date of the student’s submission of the

application for withdrawal, the Deanship of Admission and Registration to change the student's status in the student information system.

- J. The Deanship of Admission and Registration informs the Financial and Administrative Affairs in the university to stop the student's stipend within five working days.

Second: Withdrawal

- A. The student may withdraw from one course or more in accordance with standards set by the College Committee within eight weeks after the start of the academic semester, or within four weeks after the start of the summer semester, or half the period of the integrated academic semester on condition that the student's registered hours during the academic semester is not less than the number stipulated in the regulation.
- B. Regarding female students, the decision of the approval is not considered effective before she brings consent from her parent.

### **Sixth: Deferral and Interruption of Study**

#### **Article Fourteen:**

- A- The student may apply for deferral of study for the coming semester to the Dean of the College before the end of the academic year or the current semester, then deferral application is presented to the first College Committee meeting. The period of deferral shall not be counted as part of the required period for completing the requirements of graduation.
- B- The student may apply for deferral of study on these conditions:
- Semester system: Duration of deferral should not exceed two consecutive semesters, or at most, three non-consecutive semesters throughout their study in the college.
  - Academic year system: Duration of deferral should not exceed one academic year or two non-consecutive academic years.
- C- Duration of deferral should not exceed two non-consecutive academic years, or maximally, throughout their study in the college.
- D- For extreme cases, with the recommendation of the College Committee and a decision of the University Committee or whoever it delegates may give an approval for deferral half the duration required for graduation for regular enrollment.
- E- The period of deferral shall not be counted as part of the required period for completing the requirements of graduation.

- F- The student is not considered deferral unless they obtain official confirmation from the Dean of the College, in the form of an official memo sent to the student's email from the Dean or whoever he delegates.
- G- The Dean of the college or a delegate notifies the Deanship of Admission and Registration within five working days from the date the student submits the deferred form, so that the status of the student is changed in the Student Information System (SIS).
- H- The Deanship of Admission and Registration is to notify the Administrative and Financial Affairs in the university to stop the stipend of the deferred student within five working days.
- I- The deferred student is registered automatically in the semester following the deferral duration.
- J- If and only if the request for deferral is rejected, the student may apply to the Vice President of Educational Affairs.
- K- Regarding both male and female students who are in their pre-professional years, they are not allowed to postpone their study in their first academic year on account of the regulations and bylaws for unified high school graduates.

**Article Fifteen:**

- A- If a regular student leaves study for one semester without deferral, their registration in the college shall be cancelled. The College Committee or whomever it delegates may cancel the registration of the student if they left study for less than that period on the recommendation of the College Committee.
- B- The Dean or whoever he delegates is to officially notify the Deanship of Admission and Registration within five working days regarding the change of the student's status in the Student Information System (SIS).
- C- The Deanship of Admission and Registration is to notify both the Administrative and Financial Affairs to stop the stipend of the deferred student if their registration was cancelled.

**Article Sixteen:**

The student shall not be considered as leaving study for the semesters they study as a visiting student in another university.

## **Seventh: Re-enrollment**

### **Article Seventeen:**

The student whose registration has been cancelled may apply for re-enrollment with their number and file before withdrawing from study according to the following regulations:

A- Application for re-enrollment within four semesters from the date of registration closing.

B- The College Council and other relevant authorities must approve the re-enrollment of the student.

C- If four semesters or more, or two consecutive academic years in the colleges that adopt the academic system or more, lapsed after a student's registration was cancelled, they can apply to the college as a newcomer without reference to their previous academic record provided that all declared admission requirements apply for them. The University Committee has the right to make exception to that according to the guidelines issued by the Committee.

D- The student whose registration is closed may not be re-enrolled more than once, and the University Committee, if necessary, and at the recommendation of the student College Committee has the right to make exception to that.

### **Article Eighteen:**

A student who has been dismissed from the College for academic or disciplinary reasons or from another university for the same disciplinary reasons will not be re-registered. If it appears after re-registration that the student has been previously dismissed for disciplinary reasons, their registration is considered cancelled from the re-enrollment date.

## **Eighth: Graduation**

### **Article Nineteen:**

A- The student graduates after successfully completing the graduation requirements according to the degree program provided that their Cumulative Grade Point Average is not less than the pass grade, (that is not less than 2.0 out 5.0) for the Bachelor Degree. Based on the recommendation of the specialized department council, the College Committee may determines suitable courses for the student to study in

- order to raise their cumulative Grade Point Average if they pass the courses but fail to meet the Cumulative Grade Point Average requirement taking into consideration what is stated in Article Twenty.
- B- The Deanship of Admission and Registration issues all transcripts and papers and is to submit graduation documents to the University Committee for review and approval in the first meeting after the end of final exams and recording grades.
  - C- The last semester in the student record is considered the graduation semester, and for those whose degree programs require passing practical training, their names are to be submitted to the University Committee for approval to grant them the scientific degree at the end of semester in which they finish their practical training and all graduation requirements.
  - D- The list of students whose degree programs require finishing training in the internship period is to be submitted to the University Committee to request approval to grant them their scientific degree at the end of the semester in which they complete the degree program and the graduation requirements and their graduation certificate will be granted after completing the required practice during the internship period. The statement” the student passed the training during the internship period” is to be written on the student’s academic record, and for those who did not finish training during the internship period the statement” did not finish training during the internship” will appear on their record.
  - E- The Deanship of Admission and Registration has to change the student status in the Student Information System (SIS) and notify the Administrative and Financial Affairs Director in the university to stop their stipend within five working days from the date of issue of the graduation certificate.
  - F- Each graduate will be granted a graduation certificate that includes the following information: their full name in Arabic as per their National Identification Card, and in English according to their passport, their nationality, civil record number, college, specialty or major, scientific degree, GPA, University Identification Number (ID), semester and date of graduation, and honor degree if applicable and the serial number of the document. The certificate, is to be written in both Arabic and English and signed and stamped by the Dean of the College, Dean of

Admission and Registration, and the university president. In the case of a lost or damaged certificate, a stamp “lost or damaged” is to be placed on each certificate issued with the same information as the original.

### **Ninth: Dismissal from the University**

#### **Article Twenty:**

A- The student shall be dismissed from the university in the following cases:

- If they have got maximally three consecutive probations because of their decreasing CGPA to less than (2.0 out of 5), and the College Committee can give a fourth opportunity to those who can raise their CGPA by studying the available courses.
- If the student did not complete the requirements of graduation at most within half the period prescribed for graduation in addition to the period of the program, the College Committee or whomever it delegates may give the student an exceptional opportunity to complete the graduation requirements within a period that should not exceed twice the allocated period for graduation, provided that the student raises their CGPA to the average that entitles them to graduate from their college when given the opportunity.
- The University Council or whomever it delegates on the recommendation of the College Committee may, in exceptional cases, treat the cases of the students to whom the provisions of the preceding two paragraphs apply, by giving them an exceptional chance that does not exceed two semesters at most provided that they raise their CGPA to the average that allows them to graduate from their college when given this opportunity.
- The University Council or whomever it delegates on a recommendation of College Committee may give the students who were dismissed because they exceeded double the duration assigned for the program a chance that does not exceed two semesters maximally to complete the courses left in a period that does not exceed two semesters for them to graduate.

B- The regulations and bylaws which are applicable to the students in the pre-vocational program , approved by the University Committee for the unified admission for the high school graduates, states that the student is dismissed in the following cases:

- The student is dismissed if they finish two academic years and do not successfully complete the total credit hours required in the first academic year in the pre-vocational program in two academic years (4 semesters).
- The student is dismissed if they obtain two consecutive academic warnings because of their CGPA is less than 2.00 out of 5 in their first academic year in the pre-professional program.

C- The Dean officially notifies the Deanship of Admission and Registration regarding the final decision of dismissal within five working days from the date of issue of the student's dismissal in order to change the student's status in the Student Information System (SIS).

D- The Deanship of Admission and Registration notifies the Administrative and Financial Affairs Director in the university within five working days from the receiving date of the dismissal decision of the student in order to stop the student stipend.

E- The Deanship of Admission and Registration is responsible for sending academic warnings to students and filing them in their record, provided that the student receives counseling.

### **Tenth: Distance Learning**

#### **Article Twenty one:**

It is permissible for the University Council on the recommendation of the academic departments, to provide study by distance learning in the college and in specializations when the nature of study allows. The University Council designates the principles and procedures governing this according to the guidelines of the High Education Council.

### **Eleventh: Examinations and Grades**

#### **Article Twenty Two:**

A- The College Council determines, based on the recommendation of the council of the department offering the course and the approval of the Curriculum Committee, a grade for the semester's works which should not be less than (30%) of the final grade of the course provided

that the description of the course incorporates the distribution of marks, examination dates, or any other academic activities which will be included in the calculation of final grades.

B- The college conducts a progress test annually in the middle of the second semester for each academic program is directed to all different levels.

**Article Twenty Three:**

A- The course teacher or a delegate announces the date of the midterm exams and the distribution of homework, quizzes, assignments, and participation (HQAP) at the beginning of each semester as per the course description (syllabus).

B- Grades for each are calculated according to some of the following :

- Oral, practical or clinical tests, research, and classroom activities. There must be at least one written exam.
- Two written tests at least.

C- The college is obliged to announce midterm exam results within three working days from the date the exam is conducted and the HQAP scores before final exams.

D- The course coordinator or whomever the Dean delegates must announce the midterm and final results through the Student Information System (SIS).

E- The course coordinator according to the guidelines provided by the College Committee is responsible for presenting the feedback to the students within five working days from the date the exam is conducted.

F- The student has the right to object to their grade within five working days from the date the exam is posted. The objection form is to be submitted to the Chairman or Deputy to re-correct their answers. If and only if they receive no response within five working days from the date the objection is submitted, the student must resubmit their objection form to the Dean.

**Article Twenty Four:**

The College Committee, on the recommendation of the specialized department committee and the Curriculum Committee, can include in the final examination of any course practical training, oral tests, research, or



clinical sessions and may also determine the specified scores of those exams in the final exam.

**Article Twenty Five:**

A- The Council of the department or a deputy assuming the teaching of the course, on a recommendation of the coordinator, may allow the student to complete the requirements of any course in the following semester. The grade incomplete (IC) will be written on the student's academic record. Nothing will be included in the calculation of the Grade Point Average or the Cumulative Grade Point Average except the grade the student obtains after completing the requirements of the course.

B- If a semester lapses without the student changing the (IC) status in their academic record, it will be substituted with (F) and counted in their GPA and (CGPA).

**Article Twenty Six:**

Courses involving seminars, research, fieldwork, or courses of a practical nature may be excluded from some or all the provisions of Articles 22, 23 and 24 by a decision from the College Committee, on the recommendation of the department offering the course and the Curriculum Committee. The College Committee determines the measurement of the student's achievement in such courses.

**Article Twenty Seven:**

If research courses require more than one semester, a grade in progress (IP) shall be given. After completion of the course, the student will be given the grade they obtain. If the course is not completed in the fixed time, the council of the department offering the course may approve entering grade incomplete (IC) in the student's record.

The grade is replaced by failing (F) if the student doesn't complete the course at the fixed time set by their department and that is counted within the GPA.

**Article Twenty Eight:**

The grade the student obtains in a course is as follows:

Percentage	Grade	Grade Code	Grade out of (5)
95-100	Exemplary	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Merit	B+	4.50
80 to less than 85	Very Good	B	4.00
75 to less than 80	Above Average	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	High Pass	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

**Article Twenty Nine:**

The general grade for the GPA when the student graduates will be as follows:

- A. (Excellent) if the GPA is not less than 4.50 out of 5.00,
- B. (Very Good) if the GPA is from 3.75-to less than 4.50 out of 5.00
- C. (Good) if the CGPA is from 2.75 to less than 3.75 out of 5.
- D. (Pass) if the CGPA is from 2.00 to less than 2.75 out of 5.00

**Article Thirty:**

First Class Honors is awarded to the student who obtains a GPA of (4.75) to (5.00) out of (5.00) upon graduation. Second Class Honors is awarded to the student who obtains between (4.25) and (4.75) out of (5.00) upon graduation.

The following conditions are required for obtaining the First or Second Class Honors:

A- The student should not have failed in any course during their studies at the college or any other university.

B- The student should have completed the requirements of graduation within a period not more than the average between the maximum and the minimum period for staying in their college.

C- The student should have studied at least 60% of graduation requirements at the college from which they will obtain the degree.

### **Twelfth: Final Examination Procedure**

#### **Article Thirty One:**

A- The College Committee may establish an Assessment Unit and an Assessment Committee to coordinate with the departments or their delegates when organizing the final examinations.

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

The College Committee is allowed to implement confidentiality in the procedures of final exams.

#### **Article Thirty Three:**

The course instructor is responsible for forming the questions of the exam. However, when necessary; the College Committee may assign this job to whomever the chairman of the department suggests.

#### **Article Thirty Four:**

- a- The course instructor is responsible for correcting the final exam papers.
- b- The chairman of the department, or whomever he delegates, may assign a specialist or more to assist the course instructor in correcting the papers, if necessary.
- c- In cases of necessity, the College Committee may assign the correction of papers to someone specialized in that particular subject.

#### **Article Thirty Five:**

- a- The course instructor, or whomever he delegates, is responsible for documenting the exam scores of the students in an automated list. Then, the chairman of the department or a delegate and the dean of the college or his delegate shall sign and authorize it.
- b- The exam scores are uploaded to the Student Information System (SIS) within three working days from the date the exam is conducted.

- c- The course instructor, or whoever he delegates, is responsible for the final editing procedures of the scores before uploading them to the Student Information System (SIS).

**Article Thirty Six:**

The student shall not be tested for more than two subjects in one day. However, the College Committee is authorized to make an exception.

**Article Thirty Seven:**

The student will not be allowed to enter the exam room after the first 30 minutes of the exam, and is not allowed to leave the room during the first 30 minutes.

**Article Thirty Eight:**

Cheating or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the student disciplinary rules.

**Article Thirty Nine:**

Regulations of re-correcting final exam papers

- a. The student has the right to submit an official appeal to the chairman of the department for re-correction of exam answer papers within ten working days after the final exam grades are announced. The student receives a notice indicating the date of appeal submission.
- b. The student should not have previously made five requests of re-correction of final exam answer papers in courses they have already studied and decision of filing or rejection has been made to those courses grades.
- c. The chairman of the department or a delegate will request from the course instructor an evaluation statement within five working days after the appeal submission date.  
If the correction of the final exam answer paper is accurate, the instructor informs the student with his feedback according to the model answer of the exam.
- d. If the student approves the accuracy of exam correction, they sign on their appeal. The chairman of the department or a delegate will also sign to file the appeal.

- e. If the student disapproves the accuracy of the exam correction, the appeal will be submitted to the associate dean of academic affairs or a delegate to form a committee composed of two faculty members to re-correct the exam answer paper. After that, the committee submits a report to the dean of the college. The student will be notified with the decision.
- f. If the chairman of the department is the instructor of the course, the associate dean of academic affairs or a delegate applies the aforementioned procedures.

The assessment unit or its equivalent in the college maintains a special archive for students' appeals for exams re-correction.

**Article Forty:**

Following the recommendation of the department council, the College Committee determines the duration of the final written examinations which , in any case, should not be less than one hour nor exceed three hours.

**Article Forty One:**

Consistent with the provisions set forth in articles (31-40) of this document, the College Council sets regulations that govern the final exam procedures.

**Thirteenth: Transfer**

**Transfer from one university to another**

**Article Forty two:**

The transfer of the student from outside the university may be accepted under the regulations set by the University Committee.

**Article Forty Three:**

See article 42

**Article Forty Four:**

See article 42

**Article Forty Five:**

See article 42.

Transfer from one college to another within the same university

**Article Forty Six:**

- a. The student may transfer from one college to another within the same university after the approval of the College Council and the College Council the student wishes to be transferred to. The dean of the college, to which the student belongs, will submit the recommendation of the two committees to the university council or a deputy.
- b. If transfer is approved, form of transfer shall be sent to the deanship of admission and registration to change the student's record.

**Article Forty Seven:**

The academic record of the student transferred from one college to another includes all the courses they have studied along the semester and cumulative GPA obtained throughout their study at the university.

**Transfer from one major to another within the same college.**

**Article Forty Eight:**

The student may be transferred from one major to another within the same college with the approval of the department council of the relevant college and the approval of the department council to which the student wishes to be transferred. The form of transfer shall be sent to the college committee for authentication.

**Article Forty Nine:**

The academic record of the student transferred from one major to another includes all the courses they have studied along the semester and cumulative GPA obtained throughout their study at the university.

**Fourteen: visiting students**

**Article Fifty:**

The visiting student is a student who studies some courses at another university or one branch of the university to which they belong without transferring. Equivalency for such courses shall be granted according to the following regulations.

- a. The student who belongs to one of KSAU-HS branches may study one or more courses in another branch of the university as a visiting student under the following regulations.
- The student must have studied at the college at least for two semesters.
  - The student must obtain a prior approval from the associate dean of academic affairs or a delegate to accept him as a visiting student indicating the courses the student wishes to study. An official letter to the other branch shall be sent along with a notification of the deanship of admission and registration.
  - The course for which the student wishes to register must be equivalent in its content and credit hours to the graduation requisites.

The maximum number of semesters the student is allowed to spend as a visiting student is two semesters.

- b. Any student who wishes to study at KSAU-HS as a visiting student
- Should have an academic record with a (GPA) of at least two years at his home university.
  - Should be of good conduct and behavior.
  - Should obtain a prior approval from his home university to study as a visiting student at KSAU-HS indicating the college and courses he will study.
  - Should obtain the approval of the dean of the college in which he wishes to study as a visiting student.
  - The maximum number of semesters the student is allowed to spend as a visiting student is one semester.
  - The visiting student is not entitled to benefit from the university accommodation nor is entitled to stipend from KSAU-HS.
  - All the courses the student wishes to study will be recorded by the college in accordance with course registration regulations
- c. Any student from KSAU-HS who wishes to study as a visiting student at a different university
- Should have studied in a college at KSAU-HS for at least two years.
  - Should obtain a prior approval from the associate dean of the academic affairs or a delegate based on the chairman of the department's recommendation to study as a visiting student. The student must also

indicate the courses they wish to study or their equivalent in their degree program.

- Should obtain the approval of the dean of the college they wish to study at as a visiting student.
- After the approval of the college committee, the visiting student is allowed to study up to two semesters if it does not contradict the degree program.
- All courses the student wishes to study will be registered by the college in accordance with the course registration regulations.

Should provide the chairman of the department with their results within ten working days from the beginning of the first semester after the semester the student was studying as a visiting student. Otherwise, the student will be considered interrupted except for the summer semester. The student will be dealt with in accordance with article (15) in this document

### **Fifteenth: General Provisions**

#### **Article Fifty One:**

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

#### **Article Fifty Two:**

- a. The deanship of admission and registration is in charge of the preparation of the procedural regulations set in this document to be applied by the deanship. These regulations shall be introduced to the permanent committee of regulations, policies and executive bylaws.
- b. The colleges are in charge of preparing the executive regulations related to them of any of the articles set in this document that do not contradict the decisions made by the permanent committee of executive bylaws. In the event of contradiction, the committee adjudicates.
- c. The president of the university issues a circulation of all the delegations set in this document.

#### **Article Fifty Three:**

The university committee reserves the right to interpret these regulations.



## Appendices

### Appendix (A): Academic Records and Grade Codes

#### Academic Record:

A statement showing a student's academic progress that includes all the courses they study in each semester with their codes, numbers, credit hours, the obtained grades, the values and the codes of those grades. The record also shows the Grade Point Average and the Cumulative Grade Point Average and statement of the general grade in addition to the courses the transferred student has been exempted from.

#### Grade Codes

Code in Arabic	Code in English	Degree border	Points	Meaning in Arabic	Meaning in English
أ+	A+	95-100	5.00	ممتاز مرتفع	Exemplary
أ	A	90 less than 95	4.75	ممتاز	Excellent
ب+	B+	85 less than 90	4.50	جيد جداً مرتفع	Merit
ب	B	80 less than 85	4.00	جيد جداً	Very Good
ج+	C+	75 less than 80	3.50	جيد مرتفع	Above Average
ج	C	70 less than 75	3.00	جيد	Good
د+	D+	65 less than 70	2.50	مقبول مرتفع	High Pass
د	D	60 less than 65	2.00	مقبول	Pass
هـ	F	less than 60	1.00	راسب	Fail
م	IP	-----	-	مستمر	In progress
ل	IC	-----	-	غير مكتمل	Incomplete
ح	DN	-----	1.00	محروم	Denial

Development and Quality Management Affairs

Deanship of Development

ند	NP	60 and more	-	ناجح دون درجة	No grade Pass
هد	NF	Less than 60	-	راسب دون درجة	No grade Fail
ع	W	-----	-	منسحب بعذر	Withdrawn
مع	T	-----	-----	معادل	Credit transfer

**Appendix (B): Example for calculating Grade Point Average and the Cumulative Grade Point Average.**

**First Semester:**

Course	Credit hours	Student Grade	Grade code	Grade weight	Points
301	2	85	B+	4.50	9.00
324	3	70	C	3.00	9.00
235	3	92	A	4.75	14.25
312	4	80	B	4.00	16.00
Total	12				48.25

**First semester grade point average =  $\frac{\text{total points (48.25)}}{\text{Total Credit Hours (12)}}$  4.02**

**Second Semester:**

Course	Credit hours	Student Grade	Grade code	Grade weight	Points
104	2	96	A+	5.00	10
327	3	83	B	4.00	12
314	4	71	C	3.00	12
326	3	81	B	4.00	12
Total	12				46

**Second Semester grade point average =  $\frac{\text{total points (46)}}{\text{Total Credit Hours (12)}}$  3.83**

**CGPA =  $\frac{\text{total points } 48.25 + 46}{\text{Total Credit Hours } 12 + 12}$  3.93**