

Kingdom of Saudi Arabia  
Ministry of Higher Education

Prince Sultan University

**Rules and Regulations**  
**of Undergraduate Study and Examinations**

Modified in accordance with Resolution No. 13/27/1423 of the Higher Education Council, passed in its twenty seventh session held on 2/11/1423 H.

Pursuant to the approval of the Custodian of the Two Holy Mosques, the Chairman of the Higher Education Council, in compliance with the Royal Directive No. 7/b/ 45888 on 23/11/1423 H.

**And the Prince Sultan University Rules of Implementation**

Issued in accordance with the Board of Trustees decision/decreed No. (6) passed in its third session, held on 23/12/1423H

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**Prepared by**  
**The Deanship of Admissions and Registration**

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**Written Text of Resolution No. 13/27/1423  
Of the Higher Education Council**

**Resolution No. 13/27/1423 dated 2/11/1423 H**

**The Higher Education Council,**

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 (attached with the memorandum, which is annexed hereto), decides the following:

“Approval of the suggested modifications to the regulations of the university study and examinations, according to the form attached with the resolution.”

## DEFINITIONS

### Article 1

<b>Academic Year:</b>	Two regular semesters and a summer session, if any.
<b>Academic Semester:</b>	A period of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.
<b>Summer Session:</b>	A period not exceeding eight (8) weeks of instruction, not including the registration and final examination periods. The weekly duration of each course in a summer session is twice its duration during the regular academic semester.
<b>Academic Level:</b>	Indicates the level of study. The levels required for graduation are eight (8) or more, in accordance with the specifications of each approved degree program.
<b>Course:</b>	A subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title, and detailed description of its contents to distinguish it from other courses. A portfolio on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or co requisite requirement(s).
<b>Credit Hour:</b>	Each of the weekly lectures, with a duration not less than fifty (50) minutes or a laboratory session or field study of not less than 100 minutes' duration.
<b>Academic Probation:</b>	Notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.
<b>Class Work Score:</b>	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.
<b>Final Examination:</b>	An examination in course materials, given once at the end of every semester.
<b>Final Examination Score:</b>	The score attained by a student in the final examination for each course.

<b>Final Score:</b>	The total sum of the class work score plus the final examination score for each course out of a total grade of 100.
<b>Course Grade:</b>	A percentage, or alphabetical letter, assigned indicating the final grade received in a course.
<b>Incomplete Grade:</b>	A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).
<b>In-Progress Grade:</b>	A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).
<b>Semester GPA:</b>	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 (see Appendix B).
<b>Cumulative GPA:</b>	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 (see Appendix B).
<b>Graduation Ranking:</b>	The assessment of a student's scholastic achievement during his/her study at the University.
<b>Minimum Course load:</b>	The minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

## **Definitions of the terms used in the Rules of Implementation For Article 1**

<b>The Grading System followed at Prince Sultan University:</b>	Appendix C includes all the grades used at Prince Sultan University and the points specified for each grade. The grading system at the University is based on a four-point scale.
<b>Major GPA:</b>	The average of grades earned in the major courses, as well as in the other accredited courses. The major GPA is computed on the basis of the last grade earned by the student in the course.
<b>Credit Hour for Practical or Field-Study Classes:</b>	Each practical or field class lasts about 150 to 200 minutes, with a minimum class time of 100 minutes for some programs.

**Admission and Academic Standing Committee:**

A consultative committee nominated by the Rector of the University. It considers applications for transfers, readmission petitions, and suspension cases and renders the necessary recommendations regarding any of these cases as a preliminary step toward accepting them in accordance with regulations.

**Promotion Examinations:**

Examinations held at the University for those students who have excelled in the admission examinations and for those who have achieved outstanding grades at the end of the first level in the preparatory year, to determine whether students can be exempt from all preparatory year courses.

**Co-operative Program:**

Some students, according to their major, are required to spend 27 weeks of practical training (equal to 10 credit hours) in their major field. The student should regularly be in touch with his/her academic advisor to discuss the co-operative program. He/She should complete the program before his/her last semester at the University.

**Summer Training:**

Some students, according to their major, must spend a practical training of 100 work hours in their major field for every credit hour, with a maximum of six credit hours. The student should complete the training before his/her last semester at the University.

## **ADMISSION OF PROSPECTIVE STUDENTS**

### **Article 2**

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.

#### **Rules of Implementation for Article 2**

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.

The Admission and Registration Deanship and the colleges coordinate with each other during the current academic year to determine the majors of the students who will complete the preparatory year program, according to their own choices.

### **Article 3**

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

- Applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia
- 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.
- Applicant should have a certificate of good conduct.
- Applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
- Applicant must be medically fit.
- Applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- Applicant must satisfy any other requirements specified by the University Council at the time of application.

#### **Rules of Implementation for Article 3**

Applicants eligible for admission must be graduates of the natural sciences section or the administrative and social sciences section in secondary school. If the applicant's secondary school certificate is obtained from outside Saudi Arabia, he/she must submit evidence of

academic achievement equivalent to these requirements. Any further requirements deemed necessary by the Board of Trustees also must be satisfied.

The financial rules and regulations stated in Appendix D must be observed.

## **Article 4**

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.

### **Rules of Implementation for Article 4**

- The Admission and Registration Deanship, along with the University administration, is responsible for typing the admission examination papers and storing them safely.
- The Admission and Registration Deanship specifies the dates and locations of the admission examinations, announces, and supervises them, with the approval of the University administration.
- Before an applicant is allowed to take the admission examination, items (a), (b), and (c) of Article 3 must be satisfied. A transcript of his/her secondary school grades also must be submitted, and the applicant's ID card must be presented at the time of the examination.
- Upon completion of the admission examinations and interviews, the Admission and Registration Deanship will begin the process of evaluating and comparing the applicants. Applicants will be admitted according to their overall evaluation and the previously determined number of students for that academic year. Results should be approved by the Rector.
- Students who have been informed of their initial acceptance but who do not attend registration at the specified time will be denied admission.
- All newly admitted students are required to complete the **Preparatory Year Program (PYP see below)** prior to starting their undergraduate study. Students may be exempt from this program or parts thereof, according to the rules of implementation pertaining to the promotion examinations.

### **Preparatory Year Program (PYP)**

- The majority of the newly admitted students at Prince Sultan University join the Preparatory Year Program (PYP), which aims to
- Prepare students for their undergraduate study. It also aims to achieve the following objectives in particular:
- Improving students' proficiency level in English before starting their undergraduate study.
- Developing and reinforcing the students' previous knowledge of the
- Mathematical and analytical fields in the medium of English.
- Introducing areas and techniques of new subjects to students so as to develop their manual as well as mental skills.
- Familiarizing students with the available majors at the University.
- Enhancing students' physical fitness and stamina through various athletic activities.

- Familiarizing students with the requirements of undergraduate study. This includes providing them with the required study skills and emphasizing the necessity of discipline in all its forms.
- The duration of the PYP is one academic year, divided into two semesters, as well as a summer session, if necessary. The PYP represents the first and second academic levels of all the undergraduate programs. The following courses are offered in each semester:
  - English Language
  - Mathematics
  - Computer Science
  - Health and Physical Education
  - Other courses deemed necessary by the University
- Grades earned by the student in the PYP are recorded in his/her
- Academic transcript, along with the semester and cumulative GPA. These grades are not considered when calculating the cumulative GPA for the undergraduate program. The student's academic standing in the first semester of the University level remains as it was in the last semester of the PYP.
- A student may be exempt from the PYP if he/she proves his/her proficiency in English, mathematics, and computer science in the promotion examination, and or by his/her submitted credentials, according to the rules pertaining to promotion examinations stated in Appendix C.
- If a student passes the promotion examination in English, or mathematics, or computer science, in accordance with the rules pertaining to promotion examinations stated in Appendix C, he/she will be partially exempt from the PYP but will be required to fulfill any remaining PYP requirements during the same year.

### **Final Evaluation of the PYP Students**

Students' performance is evaluated at the end of the PYP to determine those who have fulfilled all its requirements. The general grade of all the courses taken in that year and the results of the comprehensive examinations organized by the University at the end of the PYP will be taken into consideration in evaluation the student's performance. Levels of evaluation in the PYP are classified as follows:

### **Fully Passing the PYP**

Any student is eligible to register for the third academic level if he/she fulfils the following requirements:

- Successfully completes all the courses offered in the PYP, with the grades required in items (b) and (c), below.
- Earns a C grade or better in the first and second level English courses of the PYP.
- Earns a C grade or better in the first or second level mathematics course of the PYP.

Promotion of a student to the first university academic level, after completion of all preparatory year requirements, takes place at the beginning of the semester immediately following his/her completing these requirements. The student may select any of the majors offered by the University, provided he/she satisfies the required criteria for that major.

### **Partially Passing the PYP**

If a preparatory year student passes only the requirements of either the English or mathematics courses, he/she will be eligible to study some of the third level courses, provided he/she fulfills

the remaining PYP requirements during a single semester; otherwise he/she will be obliged to dedicate his/her time exclusively to the PYP coursework only.

**Rules of Implementation for Dismissal from the PYP**

A student will be dismissed from the PYP if either:

- The student receives a DN twice consecutively in the same course, regardless of his/her academic standing in other courses.
- He/She fails any of the PYP courses three times\*.
- He/She fails to complete all the PYP courses within the maximum period of four academic semesters.

**❖ Grades required for completion of the PYP courses**

ENG 001/002	C grade & above
MATH 001/002	C/D (or D/C) grade & above
CMP 001/002	D/D grade & above
PE 001/002	D/D grade & above
PDS 001/002	D/D grade & above

\* Students wishing to enroll in the Computer Science or Information Systems programs need to earn a "C" grade or better in MATH 002.

## STUDY SYSTEM

### Article 5

Undergraduate study follows the academic level system. Undergraduate study comprises a minimum of eight levels. The duration of an academic level is one semester.

Students are promoted successively from one academic level to another, in accordance with the promotion rules.

### Rules of Implementation for Article 5

The student is responsible for understanding and following academic rules and regulations including graduation requirements. Guidance and assistance from academic advisors does not relieve the student of this responsibility. Therefore, every student should be thoroughly familiar with all academic regulations pertaining to the granting of academic degrees. He/She regularly should familiarize him/herself with new academic regulations; in this regard he/she may consult the department chairman or the academic advisor regarding these regulations and heed the financial rules and regulations stated in Appendix D.

The University assigns an academic advisor to each student for assistance in Matters that relate to academic progress, such as:

- Selecting the academic major that best suits the student's preferences and capabilities.
- Understanding and interpreting the academic regulations.
- Informing the student of the sequence of the required and elective courses and suggesting suitable elective courses.
- Following up on the academic progress of the student.
- Assisting in early registration and the various stages of registration.
- Assisting in course substitution, if and when necessary.

The academic advisor is chosen from the faculty members of the department or the college. The academic advisor for the PYP students is the director of the PYP or someone appointed by him/her or acting on his/her behalf.

### Registration Procedures:

#### ▪ Early Registration

Early registration for the courses taken in the second semester starts at the mid-point of the first semester; early registration for the courses in the summer and the first semester of the coming year starts at the mid-point of the second semester. Early registration is required of all students enrolling in that semester. They also must register formally at the beginning of each semester. A student is allowed to change his/her early registration course choices, provided he/she gets the approval of his/her academic advisor and the department chairperson.

#### ▪ Formal Registration

Formal registration starts at the beginning of each academic or summer session, as specified in the academic calendar. Each student must complete his/her own registration in person. Registration via mail or other means is not allowed.

- **Late Registration**

Any student who was unable to register formally on the specified date may apply for late registration during the period specified in the academic calendar.

- **Dropping and Adding Courses**

A student may change his/her schedule by adding or dropping courses after obtaining the approval of his/her academic advisor. He/She also may add courses during the first week of the semester (during the first three days for the summer session). A course may be dropped during the first two weeks of the semester (during the first week for the summer session) without affecting the student's academic record. The approval of the academic advisor must be obtained in either case, subject to the following conditions:

- ▶ **Dropping a Course**

- The course load must not be less than the minimum required for registration. (See the rules of implementation under Article 8.)
- If the course to be dropped is a co requisite, the student either must drop both co requisite courses or complete both courses concurrently.

- ▶ **Adding a Course**

- The course load must not exceed the maximum allowed for registration. (See the rules of implementation under Article 8.)
- A student may add a course as long as it does not directly conflict with a course or examination in his/her schedule.
- It is possible to register in one of the sections of the requested course.

- ▶ **Changing Sections**

Section assignments take into consideration the student's new schedule, as well as the equitable distribution of students across sections. If a student wishes to change a section, he/she must adhere to the following steps:

- He/She may choose a section that will not create a time conflict with his/her current schedule.
- He/She must fill out the Section Change Form and obtain the approval of the department chairperson that offers the course.
- He/She must submit the form with the schedule to the Admission and Registration Deanship, and then receive the new schedule.
- The Admission and Registration Deanship requires that there is availability in the desired section. Therefore, the approval of the admission and Registration Deanship is based on placement availability.
- Applications for section change may be submitted only during the Period determined by the Admission and Registration Deanship.

- **Auditing a Course:**

A student may change his/her course status from credit to audit, based on the recommendation of the course instructor, as well as the approval of the department offering the course, the academic advisor, and the department of the student's major.

To audit a course the student must take the following into consideration:

- A student is allowed to audit a course only in his/her last semester before graduation.
- A student may not audit a course required for graduation.
- The audit status of a course may not be converted to a credit.
- A transfer credit is not granted for an audited course in any subsequent semester(s).
- The deadline for receiving applications to change course status to audit status by the Admission and Registration Deanship is the same as the deadline for dropping course(s) with grade of "W", as indicated in the academic calendar.

#### ▪ **Course Substitution**

A student qualifies for graduation when he/she has fulfilled all the requirements for the degree program in which he/she enrolled when admitted to the University. If he/she is unable to complete the requirements of any program (due to termination of a course, the changing of its content, or when accrediting new programs that comprise courses the student has not studied), he/she can substitute or compensate for these courses with other equivalent courses, in terms of level, content, and credit hours. The Admission and Registration Deanship must be informed of the substitution or compensation after the student has obtained the approval of the Vice Rector responsible for graduation requirements.

#### ▪ **Repeating a Course**

If a student fails a required course, he/she must repeat that course. The student also may repeat any course in which he/she obtained a "D+ or D" grade. The most recent grade, however, will reflect the student's final grade in that course, regardless of which grade is higher. That is, if a student repeats a course in which he/she previously earned a D, and he/she subsequently receives an F, his/her grade for the course is an F, and he/she must repeat that course (if it is required in his/her degree plan). All grades, however, will be included in his/her academic record.

#### ▪ **Academic Standing Report**

At the end of each semester, the academic standing of the student, which demonstrates the student's achievement during his/her study at the University, is determined and indicated in his/her academic record. It should be noted that summer sessions do not change a student's academic standing. A student's academic standing may be one of the following:

#### **1-Good Academic Standing**

This status is assigned to the student when he/she begins his/her studies at the University. All students are expected to maintain this standing until graduation; to be in good standing status a minimum cumulative and semester GPA of 2.00 (out of 4.00) is required.

#### **2-Academic Warning**

A student will be given this status after final grades have been processed at the end of each regular semester if:

- His/Her cumulative GPA is less than 2.00 but more than 1.00 out of 4.00.
- His/Her semester GPA is less than 2.00 out of 4.00

### **3-Academic Probation**

A student is given this status after final grades have been processed at the end of each regular semester, if his/her cumulative GPA is less than 1.00 out of 4.00.

#### **❖ Suspension**

A student is suspended from the University for at least one semester if any of the following two cases applies:

- He/She was on an academic warning or probation in a semester and achieved a semester GPA less than 1.50 (out of 4.00) in the following semester.
- He/She receives three consecutive academic warnings. The Rector of the University is entitled, at his discretion and on the basis of the College Council recommendations, to grant the student the opportunity to continue his/her studies.

#### **❖ Ending of Academic Warning or Suspension**

The status of an academic warning can be revoked after the lapse of one regular semester from the date of the warning if the student achieves a semester and cumulative GPA of 2.00 or above at the end of any semester.

A suspended student may appeal for re-enrollment within a period not less than one month from the beginning of the subsequent semester following his/her suspension. The Admission and Academic Standing Committee, in coordination with the student's department, will consider the possibility of granting enrollment after the suspension period. The suspension period is not included in the period required for completion of the program degree.

#### **❖ Enrollment in the Cooperative Program**

Depending on his/her major, a student may be required to work for a training period of 27 weeks (equal to 10 credit hours) in his/her specialty area, and according to his/her degree plan. A student is qualified to enroll in the cooperative program, if he/she meets the following conditions:

- Have completed more than 90 credit hours in the degree program in which he/she is registered. The cooperative program must be completed before the end of his/her last semester at the University.
- Have completed all the courses required by the department.
- Have earned a major GPA of 2.00 or above.
- Have not been suspended from the University.

The student should be in continuous contact with his/her academic advisor with regard to his/her cooperative program.

#### **❖ Enrollment in the Summer Training Program**

Depending on his/her major, a student may be required to spend a summer training period of 100 work hours for 1 credit hour, with a maximum of 6 credit hours. The student should complete the summer training period prior to his/her last semester at the University. A student is qualified to enroll in this program, if he/she meets the following conditions:

- Have completed more than 70 credit hours in his/her degree program.
- Have not been suspended from the University.

❖ **Conferral of Two Academic Degrees**

1. Students are encouraged to pursue only one academic degree. A student may apply, however, for two academic degrees at the same time, provided that his/her cumulative GPA is not lower than 3.50 after completing at least 32 credit hours, and upon the approval of the two department councils and the two College Councils concerned. The student will be granted the two degrees under the following conditions:

- He/She must complete all the required courses and earn the required cumulative GPA for each degree.
- The total credit hours completed for the two degrees should exceed the number of credit hours for the degree with the higher credit hour requirement by at least 28 hours.
- If both majors have cooperative programs, the student may enroll in only one of them, as long as he/she compensates for the other by taking the courses specified by the two College Councils, according to the degree plans of the two academic degrees.
- If both majors have summer training programs, the student may enroll in only one of them, upon the recommendation of the two concerned College Councils.

2. If a student wishes to earn another degree after graduation (having earned an academic degree from the University), he/she may apply to the Admission and Academic Standing Committee.

**3. Declaring a Minor in the College of Business Administration**

Students in the College of Business Administration can declare a “minor” in addition to their “major” field of study, with the following conditions:

- Student’s GPA must be 2.25 (out of 4.00) or better.
- The student can join only one minor (it must be different from his major).
- The student must complete at least 15 credit hours (extra to the **135** credit hours of his major). These courses are as follows:

<b>Minor</b>	Accounting	Finance	Marketing
Required Courses	ACC201	FIN301	MKT301
	ACC211	FIN350	MKT310
	ACC202	FIN360	MKT320
	ACC301	FIN370	MKT350
	ACC461	FIN470	MKT470

- In case the student studies, within his “major” requirements, more than one course of the “minor” courses, then only one of them will be counted towards his “minor” requirements, and the concerned department will decide the alternative courses to complete the required 15 credit hours.
- All pre-requisites must be satisfied before registering in any of the above-listed courses.
- All “minor” requirements must be completed before or in conjunction with the “major” requirements. Student who finish all “major” requirements, are not allowed to declare a “minor”.
- Students who declare a “minor” are not required to take another co-op program (the “major” co-op program is sufficient).
- Both the “minor” and the “major” appear on the student’s transcript.

Prince Sultan University employees may be admitted and registered as part-time undergraduate students, in accordance with the procedures deemed necessary by the Rector of the University.

## **Article 6**

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.

# ACADEMIC LEVEL SYSTEM

## Article 7

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 degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

## Article 8

The University Council establishes the detailed rules governing promotion from one level to another by taking the following points into consideration:

- The courses for each major are distributed across different levels. The credit hours for each level are determined according to the approved degree plans.
- Students who pass all courses are registered in the appropriate level course, progressing from the lower level, according to the relevant approved degree plans.
- Students who have failed one or more courses are registered with the minimum allowable course load in each semester, taking the following into consideration:
  - No conflict in their schedule.
  - Previous requirements for the new courses are completed.
  - The courses of the following academic level may not be taken unless required to complete the minimum course load.

## Rules of Implementation for Article 8

### 1. Course Load

A student's course load is the total number of credit hours for which he/she is registered in a regular semester or a summer session. The course load varies from one major to another and is determined according to the following rules.

#### Minimum and maximum course load limit in a regular semester

- ▶ The minimum number of credits in a semester is 12. A student must register for a total of at least 28 credits in any two consecutive semesters, unless it is his/her last semester.
- ▶ The maximum number of credits in a semester is generally 19. A student may register for 21 credit hours, however, with the approval of the department chairperson, if his/her cumulative GPA in the semesters comprising the last 28 credits is not less than 3.50.

#### Minimum and maximum course load limit in a summer session

The minimum course load is 1 credit hour and the maximum is 8 credit hours.

#### Minimum and maximum limits of a course load for an academically warned or probated student

- ▶ The minimum course load for an academically warned or probated student is 12 credit hours; the maximum is 13 in a regular semester, and 6 in a summer session.

### **Minimum and maximum course load limit for a student in his/her last semester**

The minimum course load is 1 credit hour and the maximum is 20 credit hours in a regular semester and 9 in a summer session, provided his/her cumulative GPA in the semesters comprising the last 28 credits is not less than 2.00.

### **2. Degree Plan**

The courses for each academic degree (after completing the PYP) are distributed across eight levels. The core courses, the elective courses, and the number of credits the student must successfully complete to earn the degree in his/her major are detailed for each level. This distribution of courses and credits is termed the “degree plan.” All degree plans are approved by the Board of Trustees. Departments must review and update their degree plans according to the following rules:

- A student’s degree plan is referred to by a specific code number, and is effective starting from his/her first semester at the University.
- Departments establish a list of approved elective courses and submit it to the College Council. The approved list is forwarded to the Admission and Registration Deanship.
- In special circumstances, some students may change from one degree plan to another, as long as their graduation requirements are not negatively affected.
- In establishing changes to a degree plan, it is anticipated that some courses might not be offered, or new courses may be included. Therefore, students who proceed at a slower pace should complete their graduation requirements in accordance with the time schedule of their original degree plan. If the new plan requires taking a course that previously was cancelled, but it becomes impossible to register for such a course, the student may take an equivalent course (in terms of content and number of credits), upon the approval of the academic advisor, the department council, and the College Council. The Admission and Registration Deanship should be informed of this substitution.
- If a dismissed or suspended student is readmitted, he/she is again subject to the same degree plan that was assigned to him/her in his/her last semester at the University, unless this plan has been canceled. If his/her original degree plan has been canceled, the student will be transferred to the most recent degree plan that is appropriate for his/her major.
- A student must continue his/her academic achievement within the framework of the degree plan. If he/she completes all requirements of the plan, he/she will be nominated for graduation.

### **3. Academic Record**

- A student is provided with a copy of his/her academic record at the end of each semester. Academic records are not issued to or sent to any authority outside the University, except upon written request of the student. Partial academic records are not issued; rather, academic records include all the grades earned by the student during his/her years of study at the University, from the date of his/her admission until the issue date of the records.
- All information in the student’s academic record must be accurate and remain confidential. If an error is suspected, the Admission and Registration Deanship must be informed immediately.

4. **The financial rules and regulations stated in Appendix D must be observed.**

## ATTENDANCE AND WITHDRAWAL

### Article 9

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 percent 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 **DN** in the course.

### Rules of Implementation for Article 9

**1-**A regular student is not permitted to continue a course and take the final examination, and is given the grade **DN** in the course if his/her absences (excused or unexcused absence) are more than the number of hours of the lectures and laboratory sessions specified for the course, as indicated in Appendix G.

**2-**A regular student is not permitted to continue a course or take the final examination if he/she attends less than 66.7 percent of the lectures and laboratory sessions specified for the course—this applies to both excused and unexcused absence. He/She will be given the grade **W** in the course, provided that his/her unexcused absences do not exceed 25 percent of the lectures and laboratory sessions specified for the course, with the approval of the College Council. If his/her unexcused absences exceed 25 percent, item 1 applies.

**3-**The procedures for changing a **DN** grade to a **W** are as follows:

- The chairperson of the department or the director of the program submits his/her recommendation to the College Vice Dean to deny a **DN** grade, with subsequent approval by the College Dean.
- A denied student may request a **W** grade from the College Dean after explaining the circumstances that led to his/her excessive absences. The College Council is entitled to make a decision in this matter.

## **Article 10**

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 percent of the lectures and laboratory sessions specified for the course.

### **Rules of Implementation for Article 10**

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. His/Her attendance must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

## **Article 11**

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 12**

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.

### **Rules of Implementation for Article 12**

1. The student presents his/her excuse to the College Dean and asks permission to take a make-up examination within the time period prior to the end of the following semester.
2. The course instructor submits a report to the department chairperson, which will be discussed in the department and then in the College Councils. The dean subsequently will inform the student of the Council's decision with regard to approval or rejection. If approved, the student will be informed of the date of the make-up examination.
3. The College Council may, in exceptional cases, accept the student's excuse and permit him/her to take a make-up examination during the time period prior to the end of the following semester. His/Her final course grade will be given after the make-up examination.

## **Article 13**

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 **W** grade to the student. This semester will be included in the period required for completion of the program degree.

### **Rules of Implementation for Article 13**

1. All applications for withdrawal from continuing the study of a course(s) for a semester are considered by the Admission and Registration Deanship, which forwards its recommendations to the Rector of the University, who makes the final decision.
2. If the student has earned any course grades before submitting an application to withdrawal, these grades will be retained in his/her academic record. He/She will be given a **W** grade in the remaining courses.
3. The College Council may approve the student's request for withdrawal (for one semester) from all courses during the stipulated period, in accordance with that which is stated in Article 13 (after the tenth week and before the fourteenth week) if he/she presents an acceptable excuse. He/She will be given a **WP** grade if his/her performance in the respective courses was satisfactory and a **WF** if it was not satisfactory. The grade will be determined by the course instructor, with the approval of the department chairperson involved, on the basis of the student's performance prior to his/her withdrawal.

## **POSTPONEMENT AND INTERRUPTION OF STUDIES**

### **Article 14**

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 non consecutive 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 program degree.

### **Article 15**

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.

### **Article 16**

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 17

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:

- He/She must apply for re-enrollment within four regular semesters from the date of dismissal.
- The College Council and the authorities concerned must approve the re-enrollment.
- Four 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.
- A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

### Rules of Implementation for Article 17

1. A student whose enrollment is cancelled must submit a re-enrollment application to the Admission and Registration Deanship for readmission at least a month prior to the beginning of the semester in which he/she wants to register.
2. The Admission and Registration Deanship coordinates with the College Council to reach a decision regarding the application.
3. If the student interrupts his/her studies for four semesters or more, he/she may apply for admission as a new student (if he/she fulfills all the admission requirements announced at the time of application), and he/she will be assigned a new student ID number, without considering his/her old academic record.
4. These rules do not apply to students who have been dismissed from the University.
5. The financial rules and regulations stated in Appendix D must be observed.

### Article 18

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.

# GRADUATION

## Article 19

A student graduates after successfully completing all graduation requirements according to the degree 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.

## Rules of Implementation for Article 19

1. **19.1** The student must follow the degree plan for his/her major and complete all the requirements before graduation.
2. The Admission and Registration Deanship provides the department concerned with copies of the academic records of all candidates for graduation. The department reviews all the academic records to ensure that students have completed all graduation requirements. The department then gives a list of the students who are qualified for graduation to the Admission and Registration Deanship.
3. To be eligible for graduation, the student must have earned a cumulative and major GPA of 2.00 or higher.
4. If a student's cumulative GPA is lower than that required for graduation, the student may request his/her cumulative GPA be recalculated, provided he/she has successfully completed all the courses required for obtaining the degree. This is based on the recommendation of the departmental council, in coordination with the Admission and Registration Deanship and the approval of the College Council, provided that the new GPA does not exceed 2.00 (out of 4.00) after recalculation.

❖ **Rules governing the recalculation of the cumulative GPA are as follows:\***

1. To exclude a grade earned previously in any completed course, the student must have repeated the course successfully and earned a grade of D or higher.
2. The grades F, DN, WF, D and D+ may be excluded by subtracting the number of a course credits from the total number of credits used to calculate the student's cumulative GPA, and then subtracting the quality points assigned to these credits from the total quality points used to calculate the student's cumulative GPA.
3. The total number of course credits to be excluded when calculating the cumulative GPA must not exceed 24 credits.
4. The academic record must include all grades earned by the student in the studied courses and the grade earned on each occasion. The courses that have been excluded from the calculation of the GPA are to be identified by a special mark in the academic record. The cumulative GPA, after excluding the grades of the repeated courses, must be clearly indicated.
5. No changes to academic records are allowed under any circumstances after the graduation documents have been issued.
6. The rules for the cumulative GPA recalculation apply to courses that a student has repeated at Prince Sultan University.
7. The cumulative GPA should not exceed 2.00 (out of 4.00) after exclusion of certain grades and recalculation.

(\* Effective the end of the Fall (First) Semester of Academic Year 2010-2011, the GPA Recalculation rule will be canceled)

❖ **Rules governing the Awarding of a Degree**

- To be awarded an academic degree from PSU, the student must have studied a minimum of 36 credit hours, including at least 18 credit hours in his/her major.
- The Admission and Registration Deanship has to thoroughly review all students' records to ensure that all graduation requirements are satisfied.
- The Admission and Registration Deanship submits a report to the University Council by the end of each semester that includes the names of all students expected to graduate.
- The Admission and Registration Deanship submits a report to the University Council that includes the names of all students who have completed all graduation requirements and actually graduated.
- A graduating student must obtain a clearance form from the Student Affairs Deanship and have it signed by the following departments: Central Library, Security, Medical Center, Academic Major Department, Student Affairs, Admission and Registration Deanship, Accounting, and any other departments specified by the University administration.
- The Admission and Registration Deanship prepares and issues official documents and certificates for graduates and keep copies of them.
- The financial rules and regulations stated in Appendix D must be observed.

**Courses included in the major GPA are:**

Program	Courses included in the Major GPA
Computer Science & Information Systems	Courses with CS and IS course codes
Finance	Courses with FIN course codes
Marketing	Courses with MKT course codes
Accounting	Courses with ACC course codes
Interior Design	Courses with ID course codes
English & Translation	Courses with ENG course codes
Law	Courses with LAW course codes

**NOTE:** Students who joined PSU in the academic years 1999, 2000, or 2001 are eligible to graduate when they earn a cumulative GPA of at least 1.5. The GPA recalculation rule is not applicable to these students. in addition to all other requirements.

## **DISMISSAL FROM THE UNIVERSITY**

### **Article 20**

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

- 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 a student who can improve his/her cumulative GPA by studying the courses available.
- 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.
- The University Council may make an exception and give students falls under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

### **Rules of Implementation for Article 20**

1. A student will be dismissed if he/she receives three consecutive academic probations.
2. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA.
3. A student will be dismissed if he/she 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.
4. The University Council may make an exception and give a student the opportunity to complete the graduation requirements within an additional period of a maximum duration equal to that specified for graduation.
5. The Admission and Registration Deanship will inform the student of his/her dismissal and cancels his/her enrollment.
6. A dismissed student is required to obtain a clearance form from the Admission and Registration Deanship and Accounting and have it signed by the departments specified in Article 19.

## STUDY BY AFFILIATION

### Article 21

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

- The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- 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.
- On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

## EXAMINATIONS AND GRADES

### Article 22

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.

### Article 23

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

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

### Article 24

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 25

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 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 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.

### Rules of Implementation for Article 25

1. **25.1** Under exceptional circumstances beyond the student's control, the course instructor may permit a student to complete the course requirements during the following semester, dependent upon the approval of the department that offers the course.
2. The course instructor will recommend assigning an IC grade to the student after specifying the scope of work and the time necessary to complete the course requirements.
3. The course instructor should submit a report to the department chairperson, explaining the reasons and justifications for assigning the IC grade to the student, as well as the scope of work and time required to complete the course.

4. Based on the instructor's recommendation, the department chairperson may allow the student to complete the course requirements during the following semester.
5. The student must complete the course requirements by the end of the following regular semester. Exceptions may be made in the following cases:
  - Students registered in the co-operative program may extend the period required to complete the course for one more regular semester, upon the approval of the department chairperson.
  - Students with an IC grade before registering for the co-operative program may be allowed to complete incomplete courses within a maximum period of one regular semester after completion of the co-op program.
6. When the student completes the course requirements within the specified period, the course instructor will change the student grade from IC to the new grade that has been earned. This must take place within a maximum period of one semester after the end of the semester during which the student earned the IC grade. The instructor also will notify the Admission and Registration Deanship of the grade change.
7. If the instructor does not change the IC grade within the specified period, the Admission and Registration Deanship will change the grade to F and inform the student and the department chairperson.
8. If the student has registered for a course in the semester following the one in which he/she previously earned an IC grade, and those course requirements have not been completed, then the previous grade will be changed to F by the Admission and Registration Deanship.
9. Having an IC grade results in the suspension of the student's general grade during that semester. This also includes the suspension of distinction status.
10. No student is allowed to register for a course if he/she has earned an IC grade in its pre-requisite course.

## **Article 26**

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 27**

If courses of a research nature require more than one semester to complete, the 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 28

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

Percentage	Grade Significance	Grade code	GPA (out of 5.0)	GPA (out of 4.0)
95 – 100	Exceptional	A+	5.00	4.00
90 – 94	Excellent	A	4.75	3.75
85 – 89	Superior	B+	4.50	3.50
80 – 84	Very Good	B	4.00	3.00
75 – 79	Above Average	C+	3.50	2.50
70 – 74	Good	C	3.00	2.00
65 – 69	High Pass	D+	2.50	1.50
60 – 64	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

### Rules of Implementation for Article 28

1. Students' scores are classified according to the above nine levels, and the final grades are calculated on the basis of this classification. The course instructor may take into consideration both the grade average and the standard deviation in determining the students' final scores that reflect their achievement in the course. The Admission and Registration Deanship will be informed of students' final grades, according to the forms prepared for this purpose.
2. Students who attend a course as auditors will receive the grade AU, regardless of their performance in the course. The effect of this grade on the student's semester and cumulative GPA is the same as the grade NP (No Grade–Pass). The instructor must notify the Admission and Registration Deanship if a student is absent for more than one-third of the classes, in which case the course will be eliminated from his/her record.
3. The grades NP or F are assigned to courses offered on a pass/fail basis, such as thesis and summer training programs.
4. A student is assigned the grade WP when he/she officially withdraws from all courses after the permitted deadline for withdrawal. Such a grade will be granted upon the instructor's confirmation that the student's performance was satisfactory and that his/her unexcused absences did not exceed 20 percent of the lectures and laboratory sessions, prior to the date of his/her withdrawal. This grade does not affect the student's cumulative GPA.
5. A student is assigned the grade WF when he/she officially withdraws from all courses after the permitted deadline for withdrawal, and his/her performance was unsatisfactory. A student who obtains such a grade is considered to have failed the course.

## Article 29

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:

- Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.

- 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).
- 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).
- 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).

### **Article 30**

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 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 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:

- He/She must not have failed any course completed at the University or any other university.
- 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 degree program.
- He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

### **Rules of Implementation for Article 30**

1-Third honors are granted at the time of graduation to the student who has earned a cumulative GPA of more than 3.00 (out of 4.00), and to whom the conditions for being awarded first or second honors do not apply. The student, however, must fulfill the terms of paragraphs (b) and (c) stated in Article 30.

2-At the end of each semester, the Admission and Registration Deanship includes the names of distinguished students on the University distinction list on the basis of students' semester GPAs and the quality points earned in that semester, as follows:

1. First Distinction rank—semester GPA of 3.75–4.00; quality points of 60 or above.
2. Second Distinction rank—semester GPA of 3.50–3.74; quality points of 56 or

above.

3. Third Distinction rank—semester GPA of 3.00–3.49; quality points of 48 or above.

**3**-A student earns the rank of “Excellent” for an academic year if he/she is granted one of the distinction ranks in both the *first and second semesters of the same year*.

# FINAL EXAMINATION PROCEDURES

## **Article 31**

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.

### **Rules of Implementation for Article 31**

All final grades must be submitted to the Admission and Registration Deanship by the deadline specified in the academic calendar.

## **Article 32**

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

### **Rules of Implementation for Article 32**

A course instructor must prepare examinations in an accurate and strictly confidential manner. The instructor has the sole responsibility for photocopying the examination papers at the examination center and for collecting them him/herself.

## **Article 33**

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.

## **Article 34**

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.

### **Rules of Implementation for Article 34**

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.

## **Article 35**

The instructor who corrects the final examination records the marks 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.

### **Rules of Implementation for Article 35**

1. The course instructor records the grades earned by his/her students on the forms prepared by the Admission and Registration Deanship and then signs his/her name on the forms.
2. The course instructor submits the student grade forms to the department chairperson, who also signs the forms.
3. The course instructor must him/herself submit the forms to the Admission and Registration Deanship by the deadline specified by the deanship.
4. No grade shall be corrected or altered after the submission of the grade sheets to the Admission and Registration Deanship, unless the course instructor submits a written request indicating that the grade is incorrect and explaining how this occurred. Such request must be endorsed by the department chairperson and the dean of the college. The Admission and Registration Deanship must be informed of these changes no later than the beginning of the final examination period of the following semester. The subsequently corrected grade will appear in the student's academic record.

## **Article 36**

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.

### **Rules of Implementation for Article 36**

1. The Admission and Registration Deanship schedules the student final examinations. No student is given more than two examinations on the same day.
2. Every semester the Admission and Registration Deanship prepares the final examination schedule, which includes the date, time, and location of the examinations, in order to achieve the following:
  - Maintain schedules that are as free from direct examination conflicts as possible.
  - Reserve classrooms and auditoria for the examinations.
  - 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. The schedule of a final examination of a certain course may be changed for acceptable justifications, based on the suggestion of the course instructor and the recommendation of the department chairperson. The College Council is entitled to make a decision in this regard, in

coordination with the Admission and Registration Deanship. The proposed new date for the examination must be during the period of the final examinations.

6. A course instructor may give alternative tests or homework assignments to students, instead of the final examination, if the course does not require a final examination, as per its description.

### **Article 37**

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 elapsed.

### **Article 38**

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.

#### **Rules of Implementation for Article 38**

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. A student must carry out all assigned academic work or requirements him/herself, without any unauthorized assistance of any kind.
3. The course instructor must take care to keenly supervise and verify the academic work, so that students will be encouraged to be honest and diligent when carrying out their academic work.
4. If an instructor discovers any instance of a student's dishonesty in homework assignments or any other course requirements, it is the instructor's responsibility to take the appropriate action, such as giving a zero grade for that particular assignment or homework. The instructor must then write a report of the incident to the department chairperson, who in turn submits it to the college dean. The College Council may be satisfied with the instructor's punishment for the student, or it may refer the case to the Academic Disciplinary Committee, which in turn makes the necessary investigations and submits its recommendations to the college dean, in accordance with the student disciplinary rules. A student has the right to appeal to the college dean within one week after being notified of the decision.

5. A course instructor or a supervisor of a course examination who discovers that a student is cheating or attempting to cheat on any of the written examinations must give the student a zero grade for that examination. The instructor also should submit a report containing his/her

recommendation to the department chairperson that offers the course. Based on his/her judgment in each particular case, the course instructor may take further action, such as giving the student an F grade in that course. The department chairperson should submit his/her report on the case to the college dean. The College Council either may be satisfied with the instructor's punishment for the student or refer the case to the Academic Disciplinary Committee, which in turn makes the necessary investigations and submits its recommendation to the Rector of the University, in accordance with the Student Disciplinary By-Laws.

### **Article 39**

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.

### **Rules of Implementation for Article 39**

Any student who feels that he/she has received an unfair grade in any course has the right to immediately discuss the matter with the instructor of the course. If the student and his/her instructor are unable to reach a mutually agreeable solution, the student may submit an official appeal to the department chairperson that offers the course but no later than the end of the fourth week of the following semester. The department chairperson is entitled to ensure that the appeal is justified by referring to the instructor's evaluation of the student, based on the student's class work and final examination scores. The department chairperson accordingly takes the appropriate action, if deemed necessary, by submitting the student's appeal to the College Council.

### **Article 40**

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 41**

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

# TRANSFER

## *Transfer from one University to another*

### **Article 42**

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

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

### **Rules of Implementation for Article 42**

All transfer applications are submitted to the Admission and Academic Standing Committee, which considers the application and ensures that the applicant has fulfilled the requirements stated under this article, in accordance with the transfer conditions stated in Appendix E.

### **Article 43**

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.

### **Rules of Implementation for Article 43**

See Appendix E.

### **Article 44**

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 45**

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.

## ***Transfer from one College to another within the University***

### **Article 46**

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

#### **Rules of Implementation for Article 46**

1. A student may transfer from one college to another within the University prior to his/her completion of the sixth academic level.
2. The student should continue to study all the courses for which he/she is registered at the level preceding the transfer and should comply with the rules of adding and dropping of courses.
3. The process of transfer from one college to another is recorded in the student's academic record, starting from the semester following his/her transfer.
4. A student is allowed a maximum of two transfers from one college to another.

### **Article 47**

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 48**

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

#### **Rules of Implementation for Article 48**

1. A student may transfer from one major to another within his/her college at any time prior to his/her completion of the sixth academic level. The College Council, however, may consider exceptional cases where students already have completed the sixth level.
2. The transfer process is recorded in the student's academic record at the beginning of the semester following the transfer.
3. A student is allowed a maximum of two transfers from one major to another within the same college. The College Council, however, may consider exceptional cases.

### **Article 49**

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.

## VISITING STUDENTS

### Article 50

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 rubrics:

- The student must obtain the approval of his/her college before he/she begins his/her studies.
- His/Her studies should be at a recognized college or university.
- The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- 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.
- The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- Any other conditions required by the University Council should be satisfied.

### Rules of Implementation for Article 50

See Appendix F.

## **GENERAL RULES**

### **Article 51**

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

### **Article 52**

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

#### **Rules of Implementation for Article 52**

The University Council is entitled to interpret and amend the rules of implementation that accompany these regulations.

### **Article 53**

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 Codes

Grade Code (English)	Grade Code (Arabic)	Mark Range	Points	Grade Significance (English)	Grade Significance (Arabic)
A+	أ+	95 To 100	4.0	Exceptional	ممتاز مرتفع
A	أ	90 Less than 95	3.75	Excellent	ممتاز
B+	ب+	85-Less than 90	3.50	Superior	جيد جدا مرتفع
B	ب	80-Less than 85	3.0	Very Good	جيد جدا
C+	ج+	75-Less than 80	2.50	Above Average	جيد مرتفع
C	ج	70-Less than 75	2.0	Good	جيد
D+	د+	65-Less than 70	1.50	High Pass	مقبول مرتفع
D	د	60-Less than 65	1.0	Pass	مقبول
F	ف	Less than 60	0	Fail	راسب
IP	م	-	-	In Progress	مستمر
IC	ل	-	-	In Complete	غير مكتمل
DN	ح	-	0	Denial	محروم
NP	ند	60 or above	-	No Grade - Pass	ناجح بدون درجة
NF	هد	Less than 60	-	No Grade - Fail	راسب بدون درجة
W	ع	-	-	Withdrawn	منسحب بعذر
WP	ع ج	-	-	Withdrawn with Pass	منسحب بأداء مرض
WF	ع هـ	-	0	Withdrawn with Fail	منسحب بتقدير راسب
AU	م ع	-	-	Audit	مستمع

**Appendix B; Example of the Calculation of Semester and Cumulative GPA**

**First Semester**

<b>Course</b>	<b>Cr Hrs</b>	<b>%</b>	<b>Code</b>	<b>GPA</b>	<b>Quality Points</b>
ISC 103	2	85	B+	3.50	7.00
CHEM 324	3	70	C	2.00	6.00
MATH 235	3	92	A	3.75	11.25
PHY 105	4	80	B	3.00	12.00
<b>TOTAL</b>	<b>12</b>				<b>36.25</b>

**First Semester GPA: = 3.02 (36.25/12 credit hours)**

**Second Semester**

<b>Course</b>	<b>Cr Hrs</b>	<b>%</b>	<b>Code</b>	<b>GPA</b>	<b>Quality Points</b>
ISC 101	2	96	A+	4.00	8.00
CHEM 327	3	83	B	3.00	9.00
MATH 314	4	71	C	2.00	8.00
PHY 205	3	81	B	3.00	9.00
<b>TOTAL</b>	<b>12</b>				<b>34.00</b>

**Second Semester GPA = 2.83 (34.00/12 credit hours)**

**Cumulative GPA = 2.93 (70.25/24 credit hours)**

## **Appendix C: Regulations for the Promotion Examinations of the PYP Courses**

### **Regulations of Promotion Examinations for Computer Courses in PYP**

#### **CMP 001**

##### **1. Conditions for taking the promotion examination**

At least one of the following must be fulfilled:

- a. The student must have a certificate from an accredited training center indicating that he/she received specialized training in computer science (for a period not less than a year). The student must have passed the training program with a minimum GPA of 80 percent.
- b. The student must have a certificate from an accredited training center indicating that he/she attended a training program on Microsoft (MCSE). The student must have passed the program with a minimum GPA of 70 percent.
- c. The student must have earned a diploma in computer sciences from an accredited educational institution, with a minimum GPA of 70 percent.
- d. The student must have completed no less than two semesters of academic study of computer sciences at any recognized college or university, with a minimum GPA of 70 percent.

##### **2. Conditions for passing the promotion examination**

To pass the promotion examination in CMP 001, the student must have earned a minimum of 75 percent of the mark for the 001 examination. If this condition is not met, the student must study the course.

#### **CMP 002**

##### **1. Conditions for taking the promotion examination**

To take the promotion examination in CMP 002, the student must have earned a minimum of 85 percent of the mark for the CMP 001 examination.

##### **2. Conditions for passing the promotion examination**

To pass the promotion examination in CMP 002, the student must have earned a minimum of 90 percent of the mark for the examination. If this condition is not met, the student must study the course.

## **Regulations of Promotion Examinations for Math Courses in the PYP**

### **MATH 001**

#### **1. Conditions for taking the promotion examination**

To take the promotion examination in MATH 001, the following conditions must be fulfilled:

- a. The student must have earned at least 85 percent of the mark for the mathematics section in the admission examination.
- b. His/Her grade in mathematics must not be less than 85 percent in his/her high school certificate.

#### **2. Conditions for passing the promotion examination**

To pass the promotion examination in MATH 001, the student must have earned a minimum of 85 percent of the mark for the examination. If this condition is not met, the student must study the course.

### **MATH 002**

#### **1. Conditions for taking the promotion examination**

To take the promotion examination in MATH 002, the student must have earned a minimum of 85 percent of the mark in the MATH 001 examination.

#### **2. Conditions for passing the promotion examination**

To pass the promotion examination in MATH 002, the student must have earned a minimum of 90 percent of the mark for the examination. If this condition is not met, the student must study the course.

## **Regulations of Promotion Examinations for English Language Courses in PYP**

### **ENG 001**

#### **1. Conditions for taking the promotion examination**

To take the promotion examination in ENG 001, the following conditions must be fulfilled:

The student must have earned at least 85 percent of the mark in the English language section for the admission examination.

His/Her grade in English must not be less than 90 percent in his/her high school certificate.

#### **2. Conditions for passing the promotion examination**

To pass the promotion examination in ENG 001, the student must have earned a minimum of 85 percent of the mark for the examination. If this condition is not met, the student must study the course.

### **ENG 002**

#### **1. Conditions for taking the promotion examination**

To take the promotion examination in ENG 002, the student must have earned a minimum of 85 percent of the mark for the ENG 001 examination.

#### **2. Conditions for passing the promotion examination**

To pass the promotion examination in ENG 002, the student must have earned a minimum of 90 percent of the mark for the examination. If this condition is not met, the student must study the course.

## **Appendix D: Fees and Financial Regulations and Rules**

The University is entitled to amend financial regulations and rules without prior notification.

Item	Fees
Application Fee	500 SR (paid once and nonrefundable)
<b>Tuition</b> - Regular semesters (Fall & Spring)	25000 SR (per semester)
<b>Tuition</b> - Summer session	2100 SR (for each credit hour) with a minimum of SR 8400
Text Books	Tuition fees do not cover text book costs.
Withdrawal	<ul style="list-style-type: none"> <li>▪ Application fee and text book costs are nonrefundable.</li> <li>▪ Student pays 25% of tuition fees if he/she withdraws within the first- two weeks of a semester.</li> <li>▪ Student pays 50% of tuition fees if he/she withdraws during the third or fourth week of a semester.</li> <li>▪ Tuition fees are nonrefundable when the student withdraws more than four weeks after the beginning of the semester.</li> </ul>
Re-enrollment of students after the period of study interruption	3000 SR (re-enrollment fee)
Re-enrollment of withdrawal students	500 SR (registration fee)
Violation of traffic regulations inside the University campus	200 SR (parking areas)
Lost PSU ID card	100 SR (substitute ID card)
Additional fees and fines	The University is entitled to accredit any additional fees or fines in future. Fees and fines are subject to change without a prior notice.

Fees are subject to change without a prior notice.

## **Appendix E: Transfer Students**

The transfer of a student from another University to PSU maybe accepted under the following list of conditions:

- The student should have a GPA of 2.00 out of 4.00 or better (from his old university);
- No more than 34 credit hours (beyond the PYP) can be transferred for the student;
- The course to be transferred should had been taught using the same language on which the equivalent course is being taught at PSU;
- For a course to be considered for transfer, the student must have obtained a minimum of (C ) grade in that course;
- The course must be equivalent in content and in the number of credit hours to a course that is being taught at PSU;
- The student should be enrolled at a recognized college or university;
- The student must not have been be dismissed from that university for disciplinary reasons;
- The student must satisfy the transfer provisions as determined by the University Council.

## **Appendix F: Visiting Students**

### **First: A student from PSU visiting another University**

- The other university must be accredited by the Ministry of Higher Education.
- The student is not allowed to study the core courses required by his/her department at another college or university.
- Approval of his/her study as a visiting student at another college or university must be obtained from his/her department. The courses he/she intends to study there must be equivalent in content and number of credit hours to the courses required by his/her degree program.
- No more than 15 percent of the credit hours required, according to his/her degree program, may be completed outside the University.
- Only the courses in which the student has earned a C grade or better from another college are accepted for transfer. He/She will receive an NP grade for these courses, and they will not be included in the calculation of his/her cumulative GPA.
- Approval of his/her study as a visiting student at another college or university must be obtained from the College Council.

### **Second: A visiting student from another University in PSU**

- The student must complete all requirements of the courses for which he/she intends to register (whether co requisites or prerequisites).
- Registration for any course is based on availability.
- All courses attended are recorded in one academic record, which must include all courses studied at this University, whether as a regular or visiting student.
- Tuition fees must be paid in full for the semester in which he/she is registered.
- Textbooks may be provided for the student, according to the regulations followed at the University.
- He/She must be a regular student at a university or college accredited by the Ministry of Higher Education.
- He/She must obtain the prior approval of his/her original college or university.
- He/She must not have failed the course for which he/she intends to register more than once at his/her original college or university.
- He/She must be a high school graduate from the science or administration sections or any equivalent program.
- He/She must register for courses that fall within his/her area of specialization at his/her original college or university.
- An academic record is issued for him/her as a visiting student.
- In the event that he/she wishes to transfer to PSU, Article 42 applies.
- He/She must obtain approval of his/her study as a visiting student from the College Council.

## Appendix G: Warning and DN System

<b>CONTACT HOURS</b>	<b>FIRST WARNING</b>	<b>SECOND WARNING</b>	<b>DN RECOMMENDATION</b>
Twice weekly	3 or more	6 or more	8 or more
Three times weekly	5 or more	9 or more	13 or more
Four times weekly	6 or more	11 or more	16 or more
Six times weekly	9 or more	16 or more	23 or more
Preparatory English	10 or more	20 or more	30 or more