



**Prince Sultan University
College for Women**

Admissions and Registration Deanship

Summary of Academic Regulations

STUDENT GUIDE

Contents

INTRODUCTION	3
DEFINITION OF TERMS	3
THE PREPARATORY YEAR PROGRAM (PYP) GOALS	4
THE PREPARATORY YEAR PROGRAM DURATION	4
FINAL EVALUATION OF PREPARATORY YEAR STUDENTS	5
FULLY PASSING THE PREPARATORY YEAR PROGRAM	5
PARTIALLY PASSING THE PREPARATORY YEAR PROGRAM	5
DISMISSAL FROM THE PREPARATORY YEAR PROGRAM	5
REQUIRED GRADES FOR PASSING PREPARATORY YEAR COURSES	5
ACADEMIC SYSTEM	5
ACADEMIC WARNING.....	6
ACADEMIC PROBATION	6
ENDING OF ACADEMIC WARNING	6
ENROLLMENT IN THE COOPERATIVE PROGRAM.....	6
ENROLLMENT IN SUMMER TRAINING.....	6
ATTENDANCE AND WITHDRAWAL FROM STUDY	6
POSTPONEMENT OF AND SUSPENSION FROM STUDY.....	7
RE-ENROLLMENT IN THE UNIVERSITY	7
DISMISSAL FROM THE UNIVERSITY	7
EXAMINATIONS	8
GRADUATION.....	8
TRANSFER FROM ONE UNIVERSITY TO ANOTHER.....	8
TRANSFER FROM ONE COLLEGE TO ANOTHER (WITHIN THE UNIVERSITY)	8
TRANSFER FROM ONE MAJOR TO ANOTHER (WITHIN THE SAME COLLEGE)	9
VISITING STUDENTS.....	9
APPENDIX (A)	10
APPENDIX (B)	11
APPENDIX (C)	12

Introduction

Prince Sultan University (PSU) welcomes students as they continue their steps on the path of knowledge.

Study at PSU is based on the credit-hour system, which has many advantages. For example, it allows the student to choose what he wants to study and to design his own academic schedule under general rules. But these advantages confer major responsibilities. One such responsibility is that the student must become familiar with the academic regulations and plans and observe them.

This guide presents a summary of the PSU academic rules and regulations. The student must read it very carefully and clarify any ambiguities with his academic adviser.

Another important guide is the academic curricula guide, which the student must be familiar with. In addition, the student should also communicate regularly with his academic adviser to find out about updated rules and regulations.

We ask Allah to grant us all success and prosperity.

Definition of Terms

Academic Year: two regular semesters and a summer session, if any.

Academic Semester: a term of no less than fifteen (15) weeks of instruction, not including the registration and final examination periods.

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

Academic Level: indicates the level of study . Levels required for graduation are eight (8) or more, in accordance with the specifications of each accredited degree program.

Course: a subject of study within a certain academic level of the accredited 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 special file on each course is kept in its corresponding department for follow-up, evaluation, and updates. Some courses may have prerequisite or corequisite requirement(s).

Credit Hour: 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.

Academic Probation: a notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

Course Work Score: the score which reflects the student's standing during a semester according to his performance in examinations, research, and other activities related to a particular course.

Final Examination: an examination in course materials, given once at the end of every semester, to test the student's understanding and knowledge of the course studied.

Final Examination Score: the score attained by a student in the final examination for each course.

Final Score: the total sum of the course work score plus the final examination score for each course out of a total grade of 100.

Course Grade: a percentage, or alphabetical letter, assigned indicating the final grade received in a course.

Incomplete Grade: a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

In-Progress Grade: a provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

Semester GPA: the total grade points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total grade points are calculated by multiplying the credit hours by the grade point of each course (see appendix B).

Cumulative GPA: the total grade 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).

Graduation Ranking: the assessment of a student's scholastic achievement during his study at the university.

The Preparatory Year Program (PYP) Goals

All newly admitted students are required to complete the preparatory year program before starting undergraduate study. Students may be exempted from part or the entire program according to the implementation rules of the promotion exam. The majority of newly admitted students join the preparatory year program, which aims at preparing students for undergraduate study and in particular for achieving the following goals:

1. To improve the proficiency of students in English before they undertake undergraduate study;
2. To develop and improve students' knowledge of mathematical and analytic techniques through the medium of English;
3. To introduce students to new subject areas and techniques such as workshops and graphics, thus improving their mental skills;
4. To familiarize students with the various majors available at the university;
5. To improve students' physical health and stamina through a physical education program;
6. To familiarize students with the requirements of undergraduate study, including study skills and discipline in all its forms.

The Preparatory Year Program Duration

The duration of the preparatory year program is one year, divided into two regular semesters and a summer session, if necessary. The preparatory year represents the first and second academic levels of all the undergraduate programs. The following courses are offered during each of the two semesters:

1. English
2. Mathematics
3. Computer
4. Physical education
5. Other courses as the university deems necessary

The grades earned by the student in the preparatory year courses are recorded in his transcript together with the semester GPA and cumulative GPA. However, these grades are not considered in the calculation of the cumulative GPA for the undergraduate program. A student may be exempted from the preparatory year program if he proves his proficiency in English and mathematics either by passing the promotion examinations or by submitting credentials. If a student passes only a part of the promotion examination (English, mathematics, or computers), he will be partially promoted to the next academic level, but is required to fulfill any remaining preparatory year requirements during the same academic year.

Final Evaluation of Preparatory Year Students

Student performances will be evaluated at the end of the preparatory year to determine those who have fulfilled the university preparatory year requirements. The performance of a student in all courses taken shall be considered in addition to the results of all exams taken at the end of the program. Levels of evaluation are classified below:

Fully Passing the Preparatory Year Program

Any student may register for the first university academic level if he fulfills the following requirements:

1. Successfully completes all the preparatory year courses with the grades indicated in 2 and 3 hereunder;
2. Earns grade C or better in the first and second level courses of English in the preparatory year;
3. Earns grade C or better in the first or second level courses of mathematics in the preparatory year.

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 completing these requirements. The student may select any of the majors offered by the university, provided he satisfies the required criteria for that major.

Partially Passing the Preparatory Year Program

If a preparatory year student passes only one of the required courses (either English or mathematics), he will be eligible to study some of the first university level courses, provided he simultaneously fulfills the remaining preparatory year requirements during a single semester; otherwise he will be obliged to dedicate his time exclusively to the preparatory year.

Dismissal from the Preparatory Year Program

A student will be dismissed from the preparatory year program if either:

1. He earns a DN grade twice consecutively in the same course without looking for his performance in other courses.
2. He fails one of the preparatory year courses within a maximum of three regular semesters.
3. He cannot complete the preparatory year program in four semesters or less.

Required Grades for Passing Preparatory Year Courses

1. English 001\002 = C grade & above.
2. Mathematics 001\002 = C\D or D\C grade & above.
3. Computer 001\002 = D\D grade & above.
4. Physical Education 001\002 = D\D grade & above.

Academic System

1. Undergraduate study follows the academic level system.
2. Undergraduate study comprises a minimum of eight academic levels.
3. The duration of each academic level equals one regular semester.
4. The student gradually progresses from one academic level to another in accordance with approved promotion rules.

5. Students are responsible for knowing and following academic rules and regulations including graduation requirements. Academic advisers assist students in planning their academic programs, but their academic advising activities do not relieve students of this responsibility. Therefore, every student should be thoroughly familiar with all academic regulations and remain informed about them throughout his career at the university. A student may consult the department chairman or the academic advisor regarding these regulations.

Academic Warning

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

1. His cumulative GPA is less than 2.00 but more than 1.00 out of 4.00.
2. His semester GPA is less than 2.00 out of 4.00.

Academic Probation

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

Ending of Academic Warning

An academic warning can be revoked one regular semester from the date of the warning if the student achieves a semester and cumulative GPA 2.00 or above at the end of that semester.

Enrollment in the Cooperative Program

Some students are required to work for a training period of 27 weeks in their major field as per their degree plan. In order to qualify for enrollment in this program the student should:

1. Have completed all the required courses as identified by his department.
2. Have a cumulative GPA of 2.00 or above.

Students are required to be in continuous contact with their academic advisers regarding their cooperative assignment.

Enrollment in Summer Training

Some students are required to spend a summer training period of 100 work hours for each credit hour in their major field and for no more than six credit hours. These students should complete the summer training period before the end of their last semester at the university.

Attendance and Withdrawal from Study

A regular student should attend all classes and laboratory sessions. A student may be dropped from a course and denied entrance to its final examination if his attendance is under the limit determined by the university council. This limit cannot be less than 75% of classes and lab

sessions assigned to each course during the semester. A student denied entrance to a final examination due to excessive absences will be considered to have failed that course.

Postponement of and Suspension from Study

1. A regular student may postpone study for reasons determined acceptable by the university council. The postponement duration cannot be more than two consecutive regular semesters or three non consecutive regular semesters as maximum during his study at the university, or he shall be dismissed. The university council may make exceptions if deemed appropriate.
2. If a student suspends study for one regular semester without requesting a postponement, he will be dismissed, and the university council can dismiss him if he suspends study for less than one semester
3. A student studying as a visitor at another university is not considered suspended.

Re-Enrollment in the University

A student whose enrollment status has been canceled may apply for re-enrollment using the same university ID number and academic record he had before his suspension, provided that:

1. He applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status;
2. He obtains the approval of the relevant college council and related department for the re-enrollment;

Four or more semesters have lapsed since cancellation of his enrollment, in which case the student can apply to the University for Admission as a new student without consideration of his old academic record if he fulfills all the admission requirements for new students.

A student cannot apply for re-enrollment or new admission if:

1. He has been re-enrolled previously;
3. He was on probation prior to the cancellation of his enrollment.

Dismissal from the University

Dismissal from the university will occur in the following circumstances:

1. If a student earns a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 1.00 out of 4.00. Following the recommendations of the university council, the university council may allow the student a fourth opportunity to improve his cumulative GPA by taking available courses.
2. If a student fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The university council, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.

Examinations

1. No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.
2. Cheating, attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the student disciplinary rules as issued by the university council.

Graduation

A student graduates after successfully completing graduation requirements according to his degree plan, provided his cumulative GPA and major GPA are not less than 2.00 (pass).

Transfer from One University to Another

1. The transfer of a student from another university may be accepted under the following conditions:
 - The student should be enrolled at an accredited college or university.
 - The student must not have been dismissed from that university for disciplinary reasons.
 - The student must satisfy transfer provisions as determined by the university council.
2. The council shall review courses taken by the student outside the university based on the recommendations of the department(s) offering equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of his cumulative GPA.
3. If, after his transfer, it is discovered that a student had been dismissed from his previous university for disciplinary reasons, his enrollment will be considered canceled as of the date of acceptance of his transfer to the university. The student will be dismissed and tuition payments will not be refunded to the student.

Transfer from One College to Another (Within the University)

1. A student may transfer from one college to another within the university before he completes the sixth academic level.
2. The student should continue to study all the courses registered for at the level preceding the transfer, in compliance with add/drop rules.
3. The transfer from one college to another will be recorded in the academic record of the student the term following his transfer.
4. A student is allowed a maximum of two transfers from one college to another.
5. The academic record of a student who transfers from one college to another includes all the courses he has studied together with grades and both semester and cumulative GPAs earned throughout his period of study at the university.

Transfer from One Major to Another (Within the Same College)

1. A student may transfer from one major to another within his college at any time before he completes the sixth academic level. The college council may consider exceptions who have already completed the sixth level.
2. The transfer will be recorded in the academic record of the student at the beginning of the term 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 may consider exceptional cases.
4. The academic record of a student transferring from one major to another will include all courses the student has taken, including grades and both semester and cumulative GPAs obtained throughout his period of study at the university.

Visiting Students

A “visiting student” is a student who takes courses at either another university or in a different branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following rules:

1. The student must obtain prior approval from the college at which he is studying.
2. The student should be enrolled at an accredited college or university.
3. The courses the student is taking outside his university should be equivalent to one of the courses included in his degree requirements.
4. The university council will determine the maximum credit hours to be allocated to a visiting student from outside the university.
5. The course grades credited to a visiting student will not be considered in his cumulative GPA.
6. The university council may establish other conditions regarding visiting students.

Appendix (A)
Academic Records and Grading System

Grade Code (English)	Grade Code (Arabic)	Mark Range	Points	Significance (English)	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 جداً مرتفع
B	ب	80-Less than 85	3.0	Very Good	جيد جداً
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	هـ	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
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

Course	Credit Hours	Final Score	Grade Code	Grade Points	Total Grade Points
ISC 103	2	85	B+	3.50	7
CHEM 324	3	70	C	2.00	6
MATH 235	3	92	A	3.75	11.25
PHY 105	4	80	B	3.00	12
TOTAL	12				36.25

$$\text{First Semester GPA} = \frac{\text{Total Grade Points (36.25)}}{\text{Total Credits (12)}} = \mathbf{3.02}$$

Second Semester

Course	Credit Hours	Final Score	Grade Code	Grade Points	Total Grade Points
ISC 101	2	96	A+	4.00	8
CHEM 327	3	83	B	3.00	9
MATH 314	4	71	C	2.00	8
PHY 205	3	81	B	3.00	9
TOTAL	12				34

$$\text{Second Semester GPA} = \frac{\text{Total Grade Points (34)}}{\text{Total Credits (12)}} = \mathbf{2.83}$$

$$\text{Cumulative GPA} = \frac{\text{Total Grade Points (36.25+34)}}{\text{Total Credits (12+12)}} = \mathbf{2.93}$$

Appendix (C) Financial Rules

Item	Fees
Registration	500 S.R. (paid once and nonrefundable)
Late registration fee	300 S.R.
Tuition - Regular Semesters (Autumn & Spring)	15000 S.R. (per semester)
Tuition - Summer Semester	1100 S.R. (for each credit hour) (minimum 5000 S.R. for summer semester)
Discount	20 % (in case of two brothers or more applied for each one)
Withdrawal	<ul style="list-style-type: none"> • Registration fees and book costs are nonrefundable. • Student pays 25% of tuition if he withdraws within the first- two weeks of a semester. • Student pays 50% of tuition if he withdraws during the third or fourth week of a semester. • Tuition is nonrefundable after 4 weeks of a semester.
Books	Tuition fees do not cover book costs.
Re-enrollment of suspended students	3000 S.R. (re-enrollment fee)
Re-enrollment of withdrawn students	500 S.R. (registration fee)
Traffic	200 S.R. (car parking)
Lost ID card	100 S.R. (substitute ID card)

- The university reserves the right to change these rules and financial instructions without notice.