

Laws of Undergraduate Study And Examinations and **Majmaah University Implementation Rules**



2015-2014

**In the name of Allah,
the most Gracious the
most Merciful**

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
Enrollment & Registration Deanship

**By- Laws of
Undergraduate Study and Examinations
And
Majmaah University Implementation Rules**

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By-Laws of Undergraduate Study and Examinations

ARTICLE 01

Definitions:

Academic Year:

Two regular semesters and a summer session, if any.

Academic Semester:

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

Summer Session:

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

Academic Level:

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.

Course:

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).

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.

Class Work Score:

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

Final Examination:

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

Final Examination Score:

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

Final Score:

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

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 require

more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

Semester GPA:

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

Cumulative GPA:

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

Graduation Ranking:

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

Minimum Course load:

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

ADMISSION OF PROSPECTIVE STUDENTS

ARTICLE 02

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

ARTICLE 03

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

1. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia.
2. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University may waive this condition if the applicant has a persuasive explanation.
3. The applicant should have a certificate of good conduct.
4. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
7. The applicant must satisfy any other requirements specified by the University Council at the time of application.

The Rules of Implementation for Majmaah University:

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

1. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia and the university council

determines qualifying certificates for admission at any of its departments

2. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University rector may waive this condition if the applicant has a persuasive explanation.
3. The applicant should have a certificate of good conduct.
4. The applicant should successfully pass any examinations or interviews deemed necessary by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
7. The applicant must satisfy any other requirements specified by the University Council at the time of application.
8. BA holders may not be admitted to the university to obtain another BA degree and the university rector may waive this condition.
9. Applicants who are currently enrolled at another institution or the university itself may not be accepted.

ARTICLE 04

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.

The Rules of Implementation for Majmaah University:

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, aptitude tests, interviews, and any other admission tests approved by the university council.

Study System

ARTICLE 05

Study System

1. Undergraduate study follows the academic level system.
2. Undergraduate study comprises a minimum of eight levels.
3. The duration of an academic level is one semester.
4. Students are promoted successively from one academic level to another, in accordance with the promotion rules

ARTICLE 06

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, aptitude tests, interviews, and any other admission tests approved by the university council.

The Rules of Implementation for Majmaah University:

Studying in some colleges may be on a full academic year basis, according to the rules and procedures in these by-laws after the substitution of Phrase «academic semester» with the phrase «academic year» under the condition that it does not contradict with any of *the following*:

1. In the academic year system, courses are offered in a duration of 30 (thirty) weeks excluding weeks of enrollment and final examinations.
2. Each course has to have a final exam during or at the end of the academic year and in case of applied or clinical courses which require training, final exams can be conducted at the end of the training period.
3. Makeup exams are to be conducted two weeks before the commencement of the academic year for students who failed some courses. College council determines nature and number of such courses under the condition that the courses do not exceed 50 % of the student's study load. Students who pass makeup exams are given (D) in a makeup exam instead of previous grade (F).

4. Students who fail the makeup exams or who fail courses that do not have makeup exams remain in the same level to retake the failed courses. College council or its behalf may allow students to take courses from the following level of study.
5. Students may not transfer from one year to another unless they meet all requirements set by the study plan.
6. Number of years for course enrollment is limited to two consecutive years.

ARTICLE 07

ACADEMIC LEVEL SYSTEM:

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 08

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

1. The courses for each major are distributed across different levels. The credit hours for each level are determined according to the approved degree plans.
2. Students who pass all courses are registered in the appropriate level course, progressing from the lower level, according to the relevant approved degree plans.

3. Students who have failed one or more courses are registered with the minimum allowable course load in each semester, taking the following into consideration:
 1. No conflict in their schedule.
 2. Previous requirements for the new courses are completed.
 3. The courses of the following academic level may not be taken unless required to complete the
 4. minimum course load.

The Rules of Implementation for Majmaah University:

1. Student is transferred to the next level after successful completion of all courses the previous level.
2. The minimum number of credits in a semester is 12 credit hours and the maximum is 20 credit hours. Expected graduates may take up to 23 credit hours. Committee of study plans and study system may decide different number of credit hours for majors whose nature dictates different numbers.
3. Students who fail one course or more are supposed to study courses according to the following procedures:
 1. Students who fail courses that constitute the minimum number of credit hours in one semester or more than the courses offered in one level are supposed to retake the failed courses.

2. Students who fail courses that constitute less than the minimum number of credit hours in one semester are supposed to the retake the failed courses and add more courses from the next level according to the following:
 - Enrollment in the courses is within the study plan and timetables
 - Semester load has to be linked to the students' GPA but no less than 12 credit hours
 - No conflicts in students' schedules
 - students who cannot enroll in courses from the next level due to conflicts or prerequisites may take courses from next levels (see item D). Students who cannot enroll in the minimum number of credit hours may take courses that are available even if they are less than the minimum number of credit hours
3. Students may take courses from the next two consecutive levels.
4. Enrollment is automatic (without prior request from the students) and all schedules are to be ready before commencement of study.

ATTENDANCE AND WITHDRAWAL

ARTICLE 09

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 deprived 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

The Rules of Implementation for Majmaah University:

1. A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit (75 % of the lectures and laboratory sessions assigned for each course), the student will be deprived 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 semester work grade and the grade DN in the course.
2. College council must approve lists of deprived students

3. Excuses are not valid when students miss %50 or more of class time as will be explained in article 10.
4. lists of deprived students are to be announced before finalexaminations

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.

The Rules of Implementation for Majmaah University:

1. College which offers the course or its behalf may allow a deprived students to enter the final examination if they submit a valid excuse provided that the missed classes are not %50 or more of class time.
2. students whose excuses are valid take the final examinations with their peer students. College council has the right to make exceptions to this.

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.

The Rules of Implementation for Majmaah University:

1. An excuse of missing the final examination is considered valid in the following conditions:
 - The excuse must be presented within one week after it happened
 - Valid excuses are only the serious ones like (hospital admissions, car accidents, burn and fire accidents)
2. Makeup exams for the courses that students fail to attend for valid excuses are held within two weeks after excuse is accepted and results are given the week after.

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

The Rules of Implementation for Majmaah University:

1. Students are allowed to withdraw from studying one semester without failing that semester if he/she submitted a valid excuse to the college dean five weeks before the final examinations. Those students studying in an academic year system may apply for withdrawal eight weeks before final examinations. Committee for student academic problems based on a recommendation from the dean may make exceptions to those deadlines. Withdrawing students will be given (W) grade and this semester is counted within the period of graduation.
2. Students may withdraw for two consecutive semesters or three separate semesters during their university study and they will be dismissed after that. Committee for student academic problems based on a recommendation from the dean may make exceptions in sever cases.
3. Students may not hold a withdrawing student status unless they get approval from the college dean and they officially intimate deanship of registration and admission.

4. To accept student's excuse to withdraw, the student must be regular in attending classes before the submission of the excuse as will be explained in article 15.
5. Students are automatically enrolled in the following semester.
6. Female students must bring in a parent consent to the withdrawal

POSTPONEMENT AND INTERRUPTION OF STUDIES

ARTICLE 14

A student may postpone study for reasons determined acceptable by the entities assigned by university Council. The postponement duration cannot be more than two consecutive semesters or three non consecutive 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.

The Rules of Implementation for Majmaah University:

1. students may postpone study before the commencement of the semester till the end of the first week of study after they provide a valid excuse to the college dean. The postponement duration cannot be more than two consecutive semesters or three non consecutive semesters. Students studying in academic year system may not postpone study for two consecutive years. Postponement should not exceed two non consecutive years during their stay at the university. Students may be dismissed after that. The University Council may make exceptions when it deems necessary after recommendations from college council and Committee for student academic problems. The postponed period is not included in the period required for completion of the program degree.
2. Students may not hold a postponing student status unless they get approval from the college dean and they officially intimate deanship of registration and admission.
3. Students are automatically enrolled in the following semester.

ARTICLE 15

If a full time 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. Part-time students are dismissed when they do not attend final examinations without a valid excuse.

The Rules of Implementation for Majmaah University:

1. A full time regular student is dismissed if he does not attend classes from the semester beginning till the end of the seventh week of study.
2. Lists of dismissed students are to be given to the Enrollment & registration deanship on the eighth week of study

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.

The Rules of Implementation for Majmaah University:

See article 50 and its rule of implementation about visiting students

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:*

1. He/She must apply for re-enrollment within four regular semesters from the date of dismissal.
2. The College Council and the authorities concerned must approve the re-enrollment.
3. 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.
4. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
5. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

The Rules of Implementation for Majmaah University:

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*:

1. He/She must apply for re-enrollment within four regular semesters from the date of dismissal or two academic years for colleges that follow the year system
2. The College Council must approve the re-enrollment according to regulations
3. Four or more semesters or two academic years for colleges that follow the year system 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. The Committee for student academic problems may make exceptions according to its regulations
4. A student can be granted re-enrollment only once. The University rector can make exceptions when it deems necessary after recommendations from the Committee for student academic problems.
5. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

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.

The Rules of Implementation for Majmaah University:

1. The student must follow the degree study plan for his/her major and complete all the requirements before graduation. The student must maintain a GPA of 2:00 in a 5:00 scale in order to graduate. In case the student graduated with a GPA that is less than 2:00,

the college council under recommendation from designated department may make the student take some courses to raise his GPA.

2. Items B and C of article 20 must be observed
3. Student may not graduate except after graduation and granting the degree is given by the university council.
4. After final examinations are graded, Enrollment & Registration Deanship will report to the university council lists of graduating students to discuss it in the nearest meeting. Individual lists of graduation may be reported to the university council in cases like:
 - Students who have incomplete scores (IC) or students who have makeup examinations in one course or more in their final semester or the a like cases. Their final semester is their graduation semester.
 - Requests to grant degree for students who take cooperative training are sent to the university council during their final semester of study. Certificates of graduation are given after their successful completion of the training semester and the following phrase is written in their transcripts «The student has successfully completed the cooperative training».
5. Graduation Certificate
 - Each graduating student is given a certificate of graduation that has: the student's full name,

his nationality, his ID number, college and major of study, the degree, and the GPA. The certificate must be signed and sealed from enrollment & registration dean.

- The student may be given a substitute certificate in case the original is lost according to the following:
 1. The student must post an a lost of found add in one of the local newspapers. He can then ask for a substitute after four weeks from date of add. The original and a copy of the add must be included in the request.
 2. A new certificate is then issued. The new certificate must include all information in the original one. The phrase «Substitute of original» must be added to all new certificates.

DISMISSAL FROM THE UNIVERSITY

ARTICLE 20

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

1. 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.

2. 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.
3. The University Council may make an exception and give students who fall under (a) or (b) the opportunity to complete their studies within an additional period of two semesters.

The Rules of Implementation for Majmaah University:

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

1. **A student will be dismissed if he/she receives three consecutive academic probations (2:00 out of 5:00). The student can be granted another chance in these cases:**

- Students who can raise their GPA to 2:00 if they can score 48 points after studying 12 credit hours. This process has to be calculated automatically. In case the student cannot raise his GPA according to the previous formula, the college council may grant him a fourth chance.
- The college council may grant those students who are dismissed because of academic probations a maximum chance of two semesters according to the following:

1. The student has shown improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
2. The student is able to raise his GPA to 2:00 in case he is given the chance.

In case the above two conditions do not apply, college council should report to the Committee for student academic problems for appropriate decision

- The university council in some exceptional cases may grant students who consume all their chances a maximum period of two semesters after getting recommendations from the Committee for student academic problems and the college council that the student has shown improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
- For colleges that follow the academic year system, the student is dismissed from university in case his GPA falls below 2:00 out of 5:00 for two consecutive years. Students who can raise their GPA to 2:00 if they can score 96 points after studying 24 credit hours. This process has to be calculated automatically. In case the student cannot raise his GPA according to the previous formula, the college council may grant him a third chance.

2. If the student does not finish all graduation requirements in the period given, the following may be used to deal with the case:

- If the 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 college council may grant him an exceptional chance to finish the graduation requirements. This chance should not exceed double the duration of the original program period if these conditions are met:
 1. The student has to have a valid explanation of his late graduation
 2. The student has to show improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters. In case the above conditions do not apply, college council should report to the Committee for student academic problems for appropriate decision.
- The university council may give students who are dismissed because of exceeding double the duration of the original program period a maximum chance of two semesters after getting

recommendations from the Committee for student academic problems and the college council. Before reporting to the university council, the following must be observed:

1. The remain courses to graduate can be finished within two semesters
2. The student has to show improvement in his academic level in the past two semesters. The student must score at least 2:00 out of 5:00 if the points earned during these two semesters are divided by the total credit hours taken in those two semesters. Summer semesters may not count toward those two semesters.
3. **The designated colleges should collected all related cases and discuss in their college councils. Colleges should then report to the enrollment & registration deanship within the second week of study commencement**

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:

1. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
2. 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.
3. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
4. The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

The Rules of Implementation for Majmaah University:

It is important to observe that before writing implementation rules for article 21, to set up by-laws for distance learning or study by affiliation starting all conditions and regulations.

FINAL EXAMINATIONS

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.

The Rules of Implementation for Majmaah University:

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 between 30 to %50 percent of the final course grade.

ARTICLE 23

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

1. At least one written examination, plus part or all of the following: oral and practical examinations, research papers, other class activities.
2. 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.

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 23, 22, 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

The Rules of Implementation for Majmaah University:

The grades earned by students in each course are calculated in a scale of 5.00 as follows:

Percentage	Grade Significance	Grade code	GPA (out of 5.00)
95 – 100	Exceptional	A+	5.00
90 – 94	Excellent	A	4.75
85 – 89	Superior	B+	4.50
80 – 84	Very Good	B	4.00
75 – 79	Above Average	C+	3.50
70 – 74	Good	C	3.00
65 – 69	High Pass	D+	2.50

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:

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

The Rules of Implementation for Majmaah University:

The general grade assigned to the cumulative GPA at the time of the student's graduation is based on his/her cumulative GPA in a scale of 5:00 and calculated as follows:

1. Excellent—if the cumulative GPA is no less than 4.50
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50.
3. Good—if the cumulative GPA is 2.75 or higher but less than 3.75.
4. Pass—if the cumulative GPA is 2.00 or higher but less than 2.75.

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:

1. He/She must not have failed any course completed at the University or any other university.
2. 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.

3. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

The Rules of Implementation for Majmaah University:

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

Earning first or second honors is contingent upon the following:

1. The student has never failed a course at the university or at any university he attended before.
2. The student has finished all graduation requirements during a maximum period of the average duration between the minimum and maximum periods of study at the college.
3. The student has completed at least %60 of the graduation requirements at Majmaah university.

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.

The Rules of Implementation for Majmaah University:

The college council should form a committee to coordinate the execution of final examinations and to submit final results to the deanship of enrollment & registration within three days of the examination date of the respective course.

ARTICLE 32

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

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.

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.

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.

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.

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.

The Rules of Implementation for Majmaah University:

Rules and regulations governing re-grading examination papers:

1. The council of the college that offers the course may in extreme cases and after the student write a petition re-grade examination papers within the first week of the following semester.
2. The student has never made a petition for regarding and proven wrong
3. The student is allowed to make a petition for regarding for one course only during the semester
4. The college should make a form that includes information from items 1,2, and 3 together with other information like: student name, university ID number, course code, name, and number, section number,

- semester, absence percentage, student GPA, academic probations, course instructor's name, examination date, justification for re-grading, and student's pledge about the correctness and accuracy of all information.
5. In case re-grading is granted, the college council forms a committee to re-grade the examination paper. The committee writes a report to the college council for decision. College council decision is final.
 6. The committee may recommend that the student be sent to the university disciplinary committee in case they see a reason for that.

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 40–31.

TRANSFER

Transfer from One University to Another:

ARTICLE 42

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

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

The Rules of Implementation for Majmaah University:

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

1. Acceptance of both deans of the two designated colleges in both universities
2. The student should have studied at a recognized college or university for at least one semester.
3. The student must not have been dismissed from that university for disciplinary reasons.
4. The student must satisfy the transfer conditions, as determined by the receiving college council.

5. The course load to be taken at Majmaah university should not be less than %60 of the required course to earn a BA from Majmaah university.
6. Students may transfer from one university to another in Saudi Arabia for one time only.
7. The duration of stay at the first university and the remaining duration for graduation from Majmaah university should not exceed the average of the maximum and minimum limits for completing his/her degree program.
8. Transfer procedures must finish two weeks before the commencement of the semester or the academic year for colleges that follow the year system
9. For students who do not satisfy the above conditions, the university rector in extreme cases may make exceptions based on the recommendations of the Committee for student academic problems. Exceptions may not contradict what article 42 reads

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.

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.

The Rules of Implementation for Majmaah University:

1. 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.
2. The student should be referred to the university disciplinary committee if it becomes evident that the student has given false information.

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.

The Rules of Implementation for Majmaah University:

1. A student may transfer from one college to another after obtaining a recommendation from the designated deans and the acceptance of the Committee for student academic problems. Transfer must be in accordance with any conditions set fourth by the college to which the student will transfer.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new degree
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system
4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university
6. For students who do not satisfy the above conditions, the university rector in extreme cases may make exceptions based on the recommendations of the Committee for student academic problems. Exceptions may not contradict what article 46 reads.

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.

ARTICLE 48

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

The Rules of Implementation for Majmaah University:

1. A student may transfer from one major to another within a college after obtaining the approval from college dean, in accordance with the rules established by the college council.
2. The student remaining duration for graduation is enough to finish all graduation requirements of the new major
3. All transfer procedures must be finished within the first week of the semester or the year for the colleges that follow the year system
4. A student may not be allowed to transfer except after studying for one semester
5. A student may transfer for one time only during his study at the university. College council may make

- exceptions for one additional chance to transfer from one major to another within the college
6. lists of transferring students must be sent to the Deanship of enrollment & registration within the second week of semester commencement.
 7. All cases that do not meet the above requirements must be referred to the college council for review and decision taking.

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 rules:

1. The student must obtain the approval of his/her college before he/she begins his/her studies.
2. His/Her studies should be at a recognized college or university.

3. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
4. 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.
5. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
6. 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.
7. Any other conditions required by the University Council should be satisfied.

The Rules of Implementation for Majmaah University:

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

- ***A student from Majmaah University requesting to study as a visiting student at another university or college:***
 1. The student has to have a transcript with a GPA for at least one semester at the university before he can make a request as a visiting student
 2. The student must obtain the approval of his college to study as a visiting student and he must specify the courses that he will take. The college may

require certain grade in order for the course to be considered as equivalent. The student is then given the permission to study as a visiting student in an official letter from the deanship of enrollment & registration.

3. The student must attend a recognized college or university.
4. The course the student takes outside his college should be equivalent, in terms of content and credit hours, to a course required for graduation.
5. After obeying item (e) in article 42, the maximum number of courses that can be taken as a visiting student should not exceed %20 of the courses required for graduation from Majmaah University.
6. The course grades credited to the visiting student will be recorded in his academic record, but not included in the calculation of his/her cumulative GPA.
7. The visiting student must submit his grades to the deanship of enrollment & registration during the first week of the following semester. Failing to do so may result in considering him absent for the semester that he did not attend except for summer semesters. The student then is treated according to article 15.
8. Visiting student monthly allowance is given to the student if he qualify for it after he submits all of his grade to the deanship of enrollment & registration
9. The student may not take more than two semesters as a visiting student

- **A student from another university requesting to study as visiting student at Majmaah University:**
 1. The student has to have a transcript with a GPA for at least one semester at his original university
 2. The student must obtain the approval of his original university to study as a visiting student at Majmaah University. The letter of approval must specify the courses that he will take at Majmaah University.
 3. The student must obtain the approval from the college at which he will study as a visiting student.
 4. The student may not take more than two semesters as a visiting student
 5. The visiting student may not ask for accommodation or monthly allowance from Majmaah University.
 6. The visiting student's enrollment is through the designated authority and all course enrollment & registration procedures must be observed
 7. At the end of the semester, the visiting student is given a letter stating grades of the courses he has taken.

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.

ARTICLE 53

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

APPENDICES

Appendix A

Academic Transcript and Grade Codes

Academic Transcript

The academic Transcript 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 (Arabic)	Grade Code (English)	Mark Range	Points		Grade in English	Grade in Arabic
+	A+	95 To 100	4.00	5.00	Exceptional	
	A	90 Less than 95	3.75	4.75	Excellent	
+	B+	85-Less than 90	3.50	4.50	Superior	
	B	80-Less than 85	3.00	4.00	Very Good	
+	C+	75-Less than 80	2.50	3.50	Above Average	
	C	70-Less than 75	2.00	3.00	Good	
+	D+	65-Less than 70	1.50	2.50	High Pass	
	D	60-Less than 65	1.00	2.00	Pass	
	F	Less than 60	0	1:00	Fail	
	IP	-	-	-	In Progress	
	IC	-	-	-	In Complete	
	DN	-	0	1:00	Denial	
	NP	60 or above	-	-	No Grade - Pass	
	NF	Less than 60	-	-	No Grade - Fail	
	W	-	-	-	Withdrawn	

Appendix

B

Academic Transcript and Grade Codes

Example of the Calculation of Semester and Cumulative GPA

First Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 301	2	85	+	4.50	9:00
CHEM 324	3	70		3.00	9:00
MATH 235	3	92		4.75	14.25
PHY 312	4	80		4.00	16:00
TOTAL	12				48.25

First Semester GPA

$$\frac{\text{Total quality points (48.25)}}{\text{Total credits (12)}} = 4.02$$

Second Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 104	2	96	+	5.00	10
CHEM 327	3	83		4.00	12
MATH 314	4	71		3.00	12
PHY 326	3	81		4.00	12
TOTAL	12				46

Second Semester GPA

$$\frac{\text{Total quality points (46)}}{\text{Total credits (12)}} = 3.83$$

Cumulative GPA

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



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