



**Regulations of Study and Examinations of
Undergraduate Education and
Executive Rules of
King Saud University**

(Rabee-II 1436 H, 2015G)

Article one: Definitions

Academic year:

Two main semesters and a summer semester, if it exists.

Academic semester:

A period of no less than fifteen weeks during which the academic courses are taught. It does not include the periods of registration and final examinations.

Summer semester:

A period of time of no more than eight weeks that does not include the periods of registration and final examinations. During the summer semester, the time allocated for each academic course is doubled.

Academic level:

It represents the academic stage in accordance with the approved academic plans.

Academic plan:

A group of academic courses, either mandatory, elective or free for which the total credit hours represents the graduation requirements that a student must pass successfully in order to earn a degree in a specified discipline.

Academic course:

A study material within the approved academic plan in each discipline (program). Each course should have a number, code, name and detailed description of its items that distinguish it in content and level from other courses. It should also have a special file to be kept in the department for follow-up, evaluation and improvement purposes. It is permissible for a course to have one or more prerequisites or co-requisite(s).

Academic unit:

A weekly theoretical lecture that lasts no less than fifty minutes, or a clinical lesson that lasts no less than fifty minutes, or a practical or field lesson that lasts no less than one hundred minutes.

Academic warning:

The notification addressed to the student when his/her cumulative average falls below the minimum indicated in these regulations list.

Mark of semester work:

The mark granted to the work performed by the student during an academic semester, such as examinations, research and educational activities related to the academic course.

Final examination:

An examination, of each course, that takes place once at the end of the academic semester.

Mark of final examination:

The mark a student receives in each course in the final examination of the academic semester.

Final mark:

The total of the mark of semester course-work plus the mark of the final examination for each course. The final mark is calculated out of hundred.

Grade:

A description in terms of percentage or alphabetical letter of the final mark that the student receives in any course.

Incomplete grade:

A grade that is temporarily recorded for any course in which the student was unable to finish on time its requirements. It is coded in the academic records with the letter (IC).

In Progress grade:

A grade temporarily recorded for any course that requires more than an academic semester to complete. It is coded with the letter (IP).

Semester average:

The result of the division of the total points earned by the student by the total credit units of all courses taken by the student in any semester. The points are calculated by multiplying the credit unit by the weight of the grade earned in each course taken by the student. See Appendix (B).

Cumulative average:

The result of the division of the total points earned by the student in all courses he/she took since joining the university by the total credit units of these courses. See Appendix (B).

General grade:

A description of the student achievement during his/her period of study in the university.

Academic load:

The total academic units that the student is allowed to register during an academic semester. The upper and lower limits of the academic load are determined by the executive rules of the university.

Admission of Fresh Students

Article two:

The university council determines, based on a proposition from colleges councils and relevant university authorities, the number of students to be accepted during the next academic year.

Executive rule of King Saud University

- a) The colleges' councils suggest, in accordance with specific and clear criteria, the number of students that can be accepted for the next academic year.
- b) The university council determines, based on a proposition from colleges councils and relevant university authorities, the number of students that can be accepted for the next academic year.

Article Three:

The following conditions apply to the admission of a fresh student to the university:

- a) He/she should hold the general certificate of secondary education or an equivalent one from inside or outside the kingdom.
- b) The period since obtaining the certificate of the general secondary education or its equivalent should not exceed five years. It is permissible for the university council to exempt from this requirement if there are compelling reasons.
- c) He/she should have a good conduct and behavior.
- d) He/she should pass successfully any examination or personal interview that the university council considers.
- e) He/she should be medically fit.
- f) He/she should receive the consent of his/her authority for studying if he/she is working in a government or a private place.

- g) He/she should satisfy any other requirements defined by the university council and announced at the time of application.

Executive Rule of King Saud University

The following conditions apply to the admission of a fresh student to the university:

- a) He/she should hold the general certificate of secondary education or an equivalent one from inside or outside the kingdom.
- b) The period since obtaining the certificate of the general secondary education or its equivalent should not exceed five years. It is permissible for the university rector or whom he delegates to exempt from this requirement if there are compelling reasons.
- c) He/she should have a good conduct and behavior.
- d) He/she should pass successfully any examination or personal interview that the university council considers.
- e) He/she should be medically fit.
- f) He/she should receive the consent of his/her authority for studying if he/she is working in a government or a private place.
- g) He/she should satisfy any other requirements defined by the university council and announced at the time of application.
- h) He/she should not have been dismissed from another university for disciplinary or academic reasons.
- i) He/she should not be enrolled regularly in any other university inside or outside the kingdom.
- j) The applicant should not be holder of a baccalaureate degree. It is permissible to consider the applicants for other post-secondary university degrees (Baccalaureate, Diploma) for the remaining seats in the university.

Article four:

A tradeoff is carried out between the applicants satisfying all the requirements according to their marks in the examination of the general certificate of the secondary education, in the personal interview and in the entrance examinations if they exist.

Academic System

Article Five: Academic system:

- a) The student progresses in his/her study in accordance with the executive rules set by the university council.
- b) The academic plans are designed to be equivalent to at least eight academic semesters for the undergraduate level.

Executive Rule of King Saud University

- a) The student progresses in his/her study in accordance with his/her academic plan that is set by the university council. He/she is considered to have completed the requirements of the academic level or the academic year if he/she passes successfully all courses in that level or that academic year or their equivalents of approved credit hours
- b) The academic plans are designed to be equivalent to at least eight academic semesters for the undergraduate level.

Article six:

It is permissible that the study in some colleges to be based on a full academic year in accordance with the rules and regulations set by the university council. The academic year is counted as two levels.

Executive Rule of King Saud University

It is permissible that the study in some colleges to be one the basis of a full academic year in accordance with the rules and regulations shown in this list after replacing “academic semester” by “academic year” whenever it occurs, and provided that it does not contradict the following:

- a) The courses in the academic year system should be offered during an academic year that lasts no less than (30) thirty weeks and does not include the period of final examinations.

- b) The final examination for each course is held at the end of the academic year. It is permissible to hold the final examinations for practical and clinical courses that have a training nature at the end of the training period.
- c) A second round of examinations is held at least two weeks before the start of the academic year. Those permitted to take the examination are students who failed in specific courses in accordance with the regulations and procedures set by the college council. The student passing the second round will be granted the grade (D2) instead of the previous failing grade (F). (D2: The student has passed the second round with an acceptable grade).
- d) The student who fails in the first round of final examinations in a number of courses that exceed what the college council has set in paragraph (c) will not be permitted to take the second round of examinations; he will remain in the same academic year and will repeat the study of only the courses in which he/she failed.
- e) The student who fails in the second round of examinations or in courses that do not a second round of examinations will remain in the same academic year and will repeat the study of courses in which he/she failed. The college council or whom it delegates may allow the student to study courses from the next academic year.
- f) The number of years that courses may be registered for a student is set to two consecutive years.

Article 7: System of levels:

The academic year is divided into two semesters in the academic system. It is permissible to have a summer semester if its duration is considered to be half that of the main semester. The graduation requirements to receive the degree are distributed in levels according to the academic plan set by the university council.

Article 8:

The university council puts the rules for registration, dropping and adding courses within the levels of the approved academic plan in a way that guarantees for students to register for the minimum limit of the academic load.

Executive rules of King Saud University (rules regulating the progression of student in the academic plan)

8-1- The minimum academic load for a student in an academic semester is 12 credit hours and the maximum is 20 credit hours depending on the student cumulative average in accordance with the mechanism set by the university rector. The university rector or whom he delegates can approve the increase of the maximum load for a student graduating that semester provided that it does not exceed 24 credit hours and 12 credit hours for the summer semester.

8-2- Taking into consideration (8-1), and unless the student registration is suspended, the courses for a regular student are automatically registered in accordance with the following controls:

- a) Adherence to the typical academic plan of the student program with its levels progressions, and adherence to its prerequisite requirements.
- b) There should be no conflicts in the student schedule.
- c) Registering a number of credit hours that does not exceed the upper limit of the allowed academic load which is linked to the student cumulative average. Exception is made for the student who adheres to the typical academic plan. All courses for the next level are registered for the student regardless of his/her cumulative average.

8-3-The automatic registration is cancelled for the student who does not confirm his/her registration during the first week of the academic semester.

8-4-The student can change his/her schedule through the electronic website by adding and dropping courses in the specified period for that in accordance with the following controls:

First: Conditions for dropping courses

- a) The remaining number of credit hours should not fall below the minimum limit of student load. The university rector or whom he delegates can exempt from this requirement.
- b) If the course to be dropped is a co-requisite to another course, the student cannot drop the course unless he/she drops both courses.

Second: Conditions for adding courses

- a) There should be no conflict in the student schedule.
- b) The course to be added should be part of the academic plan.
- c) Availability of seats in the desired section.
- d) He/she should have passed successfully the pre-requisite(s) and/or have registered in co-requisite(s).
- e) The maximum academic load for the student should not be exceeded.
- f) Should not add a course that the student has already successfully passed.
- g) Should not add a course that will result in the student exceeding the total credit hours of the academic plan. The university rector or whom he delegates can exempt from this requirement.

8-5 taking into consideration the items in this rule, the college takes care of processing the conditions of registration of students within the specified registration period. The dean of the college offering the course or whom he/she delegates can exempt from requirements (c) and (d) for course addition. The dean of the college where the student is enrolled or whom he/she delegates can exempt from requirement (e) for course addition provided it does not exceed 20 credit hours.

8-6- The college dean or whom he/she delegates, based on a recommendation from the concerned department, can exempt from requirement (b) for course addition, and can specify alternative courses for the student to study in case of inability to propose courses belonging to the academic plan, provided that the alternative courses are equivalent or comparable to the due courses.

Attendance and Excuse from Studies

Article nine:

The regular student should attend lectures and practical courses. He/she is denied from entering the final examination if his/her attendance percentage falls below the limit set by the university council. This limit should not be less than 75% of the lectures and practical courses specified for each course in the academic semester. The student denied from entering the final examination because of absence is considered to have failed in the course. A denied (DN) grade is recorded for him.

Executive Rule of King Saud University

The regular student should attend lectures, practical and actual clinical courses as well as tutorials. He/she is denied from entering the final examination if his/her attendance percentage falls below 75% in them. The student denied from entering the final examination is considered to have failed in the course. A denied (DN) grade is recorded for him. The college council or whom it delegates approves the lists of students who are denied entry to final examinations in the courses offered by the college.

Article ten:

It is permissible for the college council or whom it delegates – exceptionally – to remove the denial and allow the student to enter the examination provided the student presents an excuse accepted by the college council. The university council sets the percentage of attendance, provided it is no less than 50% of lectures and practical courses specified for the course.

Executive Rule of King Saud University

It is permissible for the college council (offering the course) or whom it delegates – exceptionally – to remove the denial and allow the student to enter the examination provided the student presents an excuse accepted by the council and provided that his/her attendance is no less than 50% of the tutorials, practical courses, effective clinical courses for each academic course.

Article eleven:

The student who is absent from the final examination will be given a zero mark in that examination. His/her grade in the course is calculated based on the marks he/she earned in the semester course-work.

Article twelve:

If, for a compelling reason, the student could not attend the final examination in any course of the semester, it is permissible for the college council, in absolute necessity, to accept his/her excuse and give him/her a makeup examination within a period that does not exceed the end of the next academic semester. A grade will be assigned to him after taking the makeup examination.

Executive Rule of King Saud University

- a) If, for a compelling reason, the student could not attend the final examination in any course of the semester, it is permissible for the council of the college where the student belongs, in absolute necessity, to accept his/her excuse and give/her him a makeup examination within a period that does not exceed the end of the next academic semester. A grade will be assigned to him/her after taking the makeup examination.
- b) If one semester passes and the makeup grade (AL) did not change in the student record, and the student did not provide an acceptable excuse or did not postpone that semester, then the grade will be changed to fail grade (F) and will be counted within the semester and cumulative average
- c) If, for a compelling reason, the student could not attend the makeup examination in the next academic semester, it is permissible for the university rector or whom he delegates, based on recommendation of the department and college councils, to allow him/her to take the makeup examination in another (specified) semester. If the semester passes and the student did not take the makeup examination, the grade will be changed to fail grade (F) and will be counted within the semester and cumulative average.
- d) In case of absence of the course instructor, the chair of the department offering the course assigns another faculty member to supervise the makeup examination and grade it.

Article thirteen:

- a) It is permissible for the student to apply to be excused from continuing the study of an academic semester and without being considered to have failed, if he/she presents an acceptable excuse, within the period of time specified by the executive rules set by the university council, to the party specified by the university council. A grade (W) is assigned to him. This semester is still to be counted within the period necessary to complete the graduation requirements.
- b) It is permissible to withdraw with an excuse from one or several courses in the academic semester in accordance with the executive rules set by the university council.

Executive Rule of King Saud University

13-a) It is permissible for the student to apply to be excused from continuing the study of an academic semester, summer semester or academic year, or short course without being considered to have failed. A grade (W) is assigned to the courses in which he/she is registered. The period excused for is counted within the period necessary to complete the graduation requirements in accordance with the following:

13-a-1) It is permissible for the student of the academic level system to submit a demand to the college dean to be excused from continuing the study of an academic semester or summer provided that:

- a) He/she should submit his/her demand to be excused before the final examinations; at least four weeks for the academic semester and two weeks for the summer semester.
- b) The number of excuses should not exceed three during his/her staying at the university. (The excuses for summer semester are not included in the total number of excuses).
- c) The excuse should not be for three consecutive semesters.

13-a-2) It is permissible for the student of the academic year system to submit a demand to be excused from continuing an academic year. The results of courses for which he/she finished the examinations before his/her demand was accepted shall be put in his/her records provided that:

- a) He/she should submit his/her demand to be excused at least eight weeks before the start of the final examinations.
- b) The number of excuses should not exceed two during his/her staying at the university.
- c) The excuse should not be for two consecutive academic years.

13-a-3) the college dean or whom he/she delegates shall take decision within three working days from the date of submission of the demand through the electronic website. If the dean or whom he/she delegates does not rule on the demand within the specified period, the excuse is executed automatically in accordance with the rules stipulated above. The university rector or whom he delegates can – in absolute necessity - exempt from these rules provided the student did not sit for any final exam.

13-a-4) The student is suspended from the university records in case of the performance of an additional excuse more than what was outlined in the two paragraphs (13-a-1) and (13-a-2) of this article. The student who is suspended from the university records is subject to the provisions of the article twenty-seven of this list of regulations.

13 b) It is permissible for the student to submit an application to be excused from continuing the study of one or several courses. A grade (W) is assigned to him without being considered to have failed, in accordance with the following controls:

13-b 1) The student of the level academic system can apply to be excused from the continuation of the study of up to two courses in a single academic semester or a single summer semester provided that he/she presents his/her request before the final examinations; four weeks for the academic semester and two weeks for the summer semester.

13-b-2) The student of the yearly academic system can apply to be excused from the continuation of the study of up to three courses in a single academic year provided that he/she presents his/her request eight weeks before the final examinations.

13-b-3) The number of courses excused for should not exceed four academic courses during the staying of the student in the university. The excuse for a course in the summer semester is counted as half the excuse, with the fraction to be rounded up to the student benefit.

13-b-4) The conditions for dropping courses mentioned in paragraph (8-4) of the executive rule of article 8 of these regulations list should be taken into account.

13-b-5) The college dean or whom he/she delegates shall take the decision within three working days from the date of submission of the demand through the electronic website. If the demand is not ruled upon it within the specified period, the excuse is executed automatically in accordance with the rules stipulated above. The university rector or whom he delegates can – in absolute necessity - exempt from these rules provided that it does not exceed the period of the start of the final examinations for the general courses (general preparation) . A grade (W) is assigned to the student in the course.

Postponing and Interrupting the Study

Article fourteen:

It is permissible for the student to apply for the postponement of study if there is an excuse acceptable to the party determined by the university council and provided that the period of postponement does not exceed two consecutive semesters or three nonconsecutive semesters during his/her staying in the university. If these periods are exceeded, the student will be suspended from the university records. It is permissible for the university council to make an exemption in case of necessity. The period of postponement is not counted within the period necessary for the completion of graduation requirements.

Executive Rule of the King Saud University:

It is permissible for the student to apply to the college dean through the electronic website for postponement of study before the end of the first week of the start of study provided that the period of postponement does not exceed two consecutive semesters or three nonconsecutive semesters during his/her staying in the university. If these periods are exceeded, the student will be suspended from the university records. As for students of colleges that apply the yearly academic system, it is permissible to postpone for a maximum of one single academic year during his/her staying in the university. If this period is exceeded, the student will be suspended from the university records.

It is permissible for the university council to make an exemption from that in case of necessity. The period of postponement is not counted within the period necessary for the completion of graduation requirements. The college dean shall make the decision within three working days from the date of the submission of the demand through the electronic website. If the dean does not rule on the demand within the specified period, the postponing is executed automatically.

Article fifteen:

If a regular student interrupts his/her study for a period of one academic semester without applying for postponement, he/she will be suspended from the university records... The university council can suspend any student if he/she interrupts the study for a shorter period. As for affiliated student, he/she is suspended if he/she is absent from all the final examinations of that semester without an accepted excuse.

Executive Rule of King Saud University

If a regular student interrupts the study for a period of one academic semester without applying to be excused from continuation of the study or for postponement, he/she will be suspended from the university records. The university council may suspend any student if he/she interrupts his/her study for a shorter period.

Article Sixteen:

The student is not considered to be interrupting his/her study for the semesters he/she is studying as a visiting student in another university

Reinstatement

Article seventeen:

The student who was suspended from the university records can apply for the reinstatement of his/her student ID and his/her records before the suspension in accordance with the following controls:

- a) He/she should apply for reinstatement within four academic semesters of the date of suspension.
- b) The concerned college council and the relevant parties should approve the reinstatement of the student
- c) If four or more academic semesters passed since the suspension, the student can apply to the university as a fresh student without taking into account his/her former academic records and he/she will be subjected to all declared admission requirements at that time. The university council has the authority to make an exemption from that in accordance with the rules issued by the council.
- d) The reinstatement of a student cannot be granted more than once. The university council has the authority in case of necessity to make an exception.
- e) It is not permissible to reinstate a student who was academically dismissed

Executive Rule of King Saud University

The student who was suspended from the university records can apply to his/her college for his/her reinstatement with his/her student ID and his/her records before the suspension, in accordance with the following controls:

- a) He/she should apply for reinstatement within four academic semesters (or within two academic years or more for the student of the yearly academic system) from the date of suspension.
- b) The concerned college council and the relevant parties should approve the reinstatement of the student.

If four or more academic semesters passed since the suspension, the student can apply to the university as a fresh student without taking into account his/her former academic records and he/she will be subjected to all declared admission requirements at that time. The university rector or whom he/she delegates has the authority to make an exemption in accordance with the following controls:

- 1) The college council should approve the reinstatement after examining the reasons for interruption and with the possibility that the council may, based on the recommendation of the concerned department, ask the student to study courses he/she already studied before the interruption.
 - 2) The interruption period should not have been more than eight academic semesters unless the student brings evidence that he/she was practicing a work or study that had relation with the nature of the study in his/her specialty, and the council is convinced of this evidence.
 - 3) The student should not have been warned academically.
 - 4) The student should have completed at least 25% of graduation requirements.
- f) It is not permissible to reinstate a student more than once. The university rector or whom he delegates has the authority in case of necessity to make an exemption from that.
- g) The provisions of this rule apply to withdrawing student.

Article eighteen:

It is not permissible to reinstate a student who was dismissed from the university for academic or disciplinary reasons or who was dismissed from another university for disciplinary reasons. If it comes known after the reinstatement that the student was dismissed for the aforementioned reasons, the student will then be considered suspended from the date of his reinstatement.

Executive Rule of King Saud University

It is not permissible to reinstate the registration of a student who was dismissed from the university or from another university for disciplinary reasons. . If it comes to be known after the reinstatement that the student was dismissed for the same reasons, the student will then be suspended from the date of his/her reinstatement.

Graduation

Article nineteen*

- 1) The student graduates after passing successfully the graduation requirements according to the academic plan if his/her cumulative average is not less than the average set by the concerned university council for each discipline. In any case, the cumulative average should not be below “acceptable”.
- 2) It is permissible for the college council, based on the recommendation of the concerned department council, to determine suitable courses to be studied by the student in order to increase his/her cumulative grade. This permission applies in case the student passed successfully the courses but failed in the cumulative average.

*This article was modified by virtue of decree of the high education council number (14/62/1431) dated 29/12/1431H crowned by the supreme approval number (٤٤٦\٤٤٦) dated 21/10/1431 H.

Executive Rule of King Saud University

19-1a) The student graduates after passing successfully the graduation requirements according to the academic plan, provided that his/her cumulative average is not less than “acceptable” (2.00 out of 5.00) with the exception of the students of the engineering college and the college of computer and information sciences for which the required average is “good” (2.75 out of 5.00)

19-1b) the university council awards the degrees to students based on memorandum of graduation submitted by the deanship of admission and registration affairs. Individual memorandums are submitted for students who completed the graduation requirements. The last academic semester in the student record is considered the graduation semester.

19-2) It is permissible for the council of the college of the concerned student, based on the recommendation of the concerned department, to determine suitable courses for the student to study in order to satisfy the requirement of the minimum cumulative average for graduation, and this in case the student passed successfully the courses but failed in the cumulative average.

19-3) The deanship for admission and registration affairs is the party that takes care of issuing the certificates of graduation.

List of Regulations of Study and Final Examinations and the Executive Rules of King Saud University, approved by the University Council decision No.14/4/36 on 2/6/36 H.

Dismissal from the University

Article twenty:

The student is dismissed from the university in the following cases:

- a) If he/she receives three consecutive warnings at most for the decline in his/her cumulative average below the average specified for graduation in accordance with article (19) of this list of regulations. The university council, based on recommendation of college council, can give a fourth chance to the student who can raise his/her cumulative average by studying the available courses.
- b) If the student does not complete the graduation requirements within a maximum period of one and a half the planned period for his/her graduation. The university council has the authority to give the student an exceptional opportunity to complete the graduation requirements for a maximum period that does not exceed twice the original period planned for graduation.
- c) It is permissible for the university council, in exceptional cases, to process the cases of students for whom the provisions of the previous paragraphs apply by providing them with an exceptional opportunity that does not exceed two academic semesters at the most.

Executive rule of King Saud University

Dismissal from the university

The student is dismissed from the university in the following cases:

- a) If he/she receives three consecutive warnings at most for the decline in his/her cumulative average below the average specified for graduation in accordance with article (19) of this list of regulations.
- b) If the student does not complete the graduation requirements within a maximum period of one and a half the planned period for his/her graduation

Providing opportunities

- a) It is permissible for the student who was dismissed academically and who can raise his/her cumulative average past the limit imposed by the college for his/her graduation, through earning 48 points by studying 12 credit hours, to apply electronically for the approval of granting him a third opportunity. The college dean shall take a decision within three working days from the date of the submission of the application through the electronic website. If the dean does not rule on the demand, the student is granted automatically the opportunity.
- b) If the student does not complete the graduation requirements within a maximum period of one and a half the planned period for his/her graduation, it is permissible for the university council, based on recommendation of college council, to give the student an exceptional opportunity to complete the graduation requirements for a maximum period that does not exceed double the original period planned for graduation, and this in accordance with the following conditions:
 - 1) The reason for the student lagging in his/her studies should be accepted by the college council.
 - 2) There should be an improvement in the student performance in the last two semesters. This is measured by having the result of the division of the total points in the two semesters over the total registered credit hours no less than the average required for graduation from his/her college, with the summer not being counted. The university rector or whom he delegates has the authority to make an exemption from this rule.
- c) Taking into consideration the granting of opportunity cited in paragraph (b), it is permissible for the university council, based on recommendation of the council of college where the student belongs, to grant, in exceptional cases, the dismissed student the following opportunities:
 - 1) Provide an opportunity that does not exceed two academic semesters to the dismissed student for having exhausted double the program period provided that the courses remaining for the student to graduate can be passed in a period that does not exceed two academic semesters.
 - 2) Provide the dismissed student, because of warnings, an opportunity that does not exceed two academic semesters at most.

Affiliation

Article twenty one:

It is permissible for the university council, based on colleges' recommendations, to adopt the principle of study through affiliation in some colleges and specialties that allow this type of study. The university council puts in place the rules and procedures regulating that in accordance with the following controls:

- a) The number of credit hours required for the graduation of the affiliated student should be no less than the credit hours required for the graduation of the regular student in the disciplines available for affiliation.
- b) Other than attending lectures, the affiliated student is treated in the same way as the regular student in admission, recording of grades, transfer, dismissal, reinstatement and others.
- c) The university council has the authority, based on the recommendation of college councils, to put the required rules for evaluating the performance of the affiliated student.
- d) The academic record, the graduation document and the certificate should indicate that the student study was through (affiliation).

Final Examinations and Grades

Article twenty two:

The council of the college offering the course, based on a proposition of department council, sets the mark for the semester course work which should be no less than (30%) of the final mark of the course.

Executive Rule of King Saud University

The mark for the semester work is set at 60% of the final mark of the course. 40% of the grade are assigned to the final examination following a decision of the council of the college offering the course and based on a recommendation of the department council, and taking into consideration what is cited in the article twenty six of this list of regulations.

Article twenty three:

The marks for the semester course work of the course are calculated using one of the following ways:

- a) Oral, practical, research examinations or any other classroom activities or all of them or parts of them and at least one written examination.
- b) At least two written examinations.

Executive rule of King Saud University

- 1) -The course instructor should commit to count the mark for semester work as specified by the college council.
- 2) The course instructor should commit to announce the distribution of marks of the semester work to the students in the start of each academic semester in accordance with what was announced in the course description, in addition to announcing the dates for mid-term examinations.
- 3) The course instructor should commit to provide the students with their examination papers in the midterm examination, and this after announcing his/her results and comparing them with the model answer of the examination

- 4) The course instructor should commit to announce the results of midterm examinations within two weeks from the date of holding the examination. He/she should also commit to announce the detailed results of other semester works before the start of the final examinations period.
- 5) The student has the right to object to his/her mark in the midterm examination within one week of viewing his/her marked examination paper. He/she should present his/her objection to the course instructor and in case he/she is not convinced of the response of the course instructor, he/she can submit his/her objection to the department chairman (or the vice dean for the academic affairs if the course instructor is the department chairman) to look at reevaluating the student answers. For that, the chair can seek the help of any faculty member in the department within one week from the date of submission of the objection demand to him/her. His/her decision is final in this matter.

Article Twenty Four:

It is permissible for the council of the college offering the course, based on a recommendation from the department council, to have a final examination in any practical or oral examination. The college council determines the marks allocated for these examinations as percentage of the final examination mark.

Article Twenty Five:

It is permissible for the council of the department offering the course, based on a recommendation of the course instructor, to allow the student to complete the requirements of any course in the next academic semester. An incomplete (IC) grade is granted to him/her in the course. Only the grade earned by the student after completing the course requirements is counted in his/her semester or cumulative grade. If one academic semester passed and the IC grade is not changed in the student records because of incompleteness, then the grade is changed to failed grade (F) and is counted in his/her semester and cumulative average.

Executive rule of King Saud University

- a) It is permissible for the council of the department offering the course, based on a recommendation of the course instructor, to allow the student to complete the requirements of any course in the next academic semester without repeating the registration of that course. An incomplete (IC) grade is granted to him/her in the course. Only the grade earned by the student after completing the course requirements is counted in his/her semester or cumulative grade.
- b) . In case one academic semester passed and the IC grade is not changed in the student records because of incompleteness, and the student does not provide an excuse or postpones that semester then the grade is changed to failed grade (F) and is counted in his/her semester and cumulative averages.
- c) . It is permissible for the college council, based on a recommendation of the department and the course instructor, to allow the student to extend the period for the completion of the course requirements for a single academic semester only, provided the student presents an excuse that is accepted by the college council.
- d) In case of the absence of the course instructor, the chair of the department offering the course chooses another faculty member to supervise the completion of requirements by the student for the course in which an incomplete grade was recorded.

Article twenty six:

It is permissible to exempt the courses of symposium, research, and courses of practical or field aspect from the provisions of articles (22, 23, 24) or parts of them. This should be done following a decision from the college council based on a recommendation of the council of the department offering the course. The college council determines the assessment of student achievement in these courses.

Article twenty seven:

If the study of the research courses requires more than an academic semester, an in-progress grade (IP) is recorded for the student. When the student completes the study of the course, he/she is granted the grade he/she earned. If the

student does not complete the course in the specified time, it is permissible for the council of the department teaching the course to accept to record an incomplete grade (IC) in the student records.

Executive rule of King Saud University

If the study of the research courses requires more than an academic semester, an in-progress grade (IP) is recorded for the student. When the student completes the study of the course, he/she is granted the grade he/she earned. If the student does not complete the course in the specified time, it is permissible for the council of the department teaching the course to accept to record an incomplete grade (IC) in the student records and is treated in accordance with the stipulations of article twenty five of this list of regulations and its executive rule.

Article Twenty-Eight:

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

Score out of 100	Interpretation in English	Grade code	Grade weight (out of 5)	Grade Weight (out of 4)
95 to 100	Superior Excellent	A+	5.00	4.00
90 to less than 95	Excellent	A	4.75	3.75
85 to less than 90	Superior very good	B+	4.50	3.50
80 to less than 85	Very good	B	4.00	3.00
75 to less than 80	Superior good	C+	3.50	2.50
70 to less than 75	Good	C	3.00	2.00
65 to less than 70	Superior Acceptable	D+	2.50	1.50
60 to less than 65	Acceptable	D	2.00	1.00
Less than 60	Fail	F	1.00	0.0

Executive rule of King Saud University

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

Score out of 100	Interpretation in English	Grade code	Grade weight (out of 5)
95-100	Superior Excellent	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Superior very good	B+	4.50
80 to less than 85	Very good	B	4.00
75 to less than 80	Superior good	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	Superior Acceptable	D+	2.50
60 to less than 65	Acceptable	D	2.00
Less than 60	Fail	F	1.00

Article twenty nine:

Taking into account the provisions of article (19) of this list of regulations, the overall grade* at the graduation of the student is linked to his/her cumulative grade as follows:

- 1- (**Excellent**): if the cumulative grade is no less than 4.50 out of 5.00 or 3.50 out of 4.00
- 2- (**Very good**): if the cumulative grade is from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 out of 4.00
- 3- (**Good**): if the cumulative grade is from 2.75 to less than 3.75 out of 5.00 or from 1.75 to less than 2.75 out of 4.00
- 4- (**Acceptable**): if the cumulative grade is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00

*The body of this article was modified by virtue of decree of the high education council number (14/62/1431) dated 29/12/1431H crowned by the supreme approval number (٤٤٦\مب) dated 21/1/1432 H.

Executive rule of King Saud University

The overall grade for the student at his/her graduation is based on his/her cumulative average provided it is not below the average set by the university council for each discipline and should not be in any case below the (acceptable) grade. The grades are as follow:

- 1- **(Excellent)**: if the cumulative grade is no less than 4.50 out of 5.00
- 2- **(Very good)**: if the cumulative grade is from 3.75 to less than 4.50 out of 5.00
- 3- **(Good)**: if the cumulative grade is from 2.75 to less than 3.75 out of 5.00
- 4- **(Acceptable)**: if the cumulative grade is from 2.00 to less than 2.75 out of 5.00

Article thirty:

First class honors is awarded to the student having at his/her graduation a cumulative grade from (4.75) to (5.00) out of (5.00) or from (3.75) to (4.00) out of (4.00). Second class honors is awarded to the student having at his/her graduation a cumulative grade from (4.25) to less than (4.75) out of (5.00) or from (3.25) to less than (3.75) out of (4.00).

The following requirements should be fulfilled to receive first or second-class honors:

1. The student should not have failed in any course studied in the university or in another one.
2. The student should have completed the graduation requirements within a period no longer than the average period of lower and upper limits of staying in his/her college.
3. The student should have studied in the university from which he/she graduates no less than 60% of graduation requirements

Executive rules of King Saud University

First class honors is awarded to the student having at his/her graduation a cumulative grade from (4.75) to (5.00) out of (5.00). Second class honors is awarded to the student having at his/her graduation a cumulative grade from (4.25) to less than (4.75) out of (5.00).

The following requirements should be fulfilled to receive first or second-class honors:

1. The student should not have failed in any course studied in the university or in another one.
2. The student should have completed the graduation requirements within a period no longer than the average period of lower and upper limits of staying in his/her college. The period does not include the semesters in which the student studied out of his/her discipline.
3. The student should have studied in king Saud university no less than 60% of graduation requirements.

Final Examination Procedures

Article thirty one:

It is permissible for the college council to form a committee that cooperates with the departments to organize the activities of the final examination. The role of the committee is to review the sheets of grades records and deliver them to the competent committee in a period no more than three days from any course examination.

Article thirty two:

It is permissible for the college council to decide the application of secrecy in the procedures of the final examinations.

Article thirty three:

The course instructor puts the examination questions. It is permissible when necessary, based on a proposition of the department chairman, that the college council chooses who will put the questions.

Article thirty four:

The course instructor grades the final examination papers of his/her course. It is permissible for the department chair (when needed) to involve with the course instructor one or more experts for the grading. It is permissible for the college council to assign the grading to anyone it chooses.

Article thirty five:

He/she who grades the final examination papers will record the grades earned by the students in the sheets prepared for that purpose. He/she should sign them and then the department chair ratifies them.

Executive Rule of king Saud University

The course instructor or whoever is assigned by the department chair records the grades in the corresponding sheets prepared for that purpose and he/she approves them. The department chairman ratified them. The grades sheets have to reach the deanship of admission and registration affairs in a period no longer than 72 hours from the date the final examination was held.

Article thirty six:

It is not permissible to test the student in two courses in the same day. The university council can exempt from this requirement.

Article thirty seven:

The student is not allowed to enter the final examination after thirty minutes from its start. The student is also not allowed to leave the examination before thirty minutes from its start.

Article thirty eight:

Cheating in the examination or initiating it or violating the instructions and rules for the execution of examination are issues that student will be punished for in accordance with the list of regulations of student discipline issued by the university council.

Article thirty nine:

The council of the college responsible for teaching the course, in cases of necessity, can approve the re-grading of the examination papers within a period that does not exceed the start of the examinations of the next academic semester.

Executive Rule of King Saud University

Rules for re-grading the final examination papers:

- 1- The student has the right to apply for a re-grading of his/her examination papers within a period of no more than fifteen days from the announcement of the examination results of the concerned course. The application is made to the chair of the department where the course is taught. The student application is introduced in the academic system and a receipt is delivered to the student.
- 2- The student should not have previously submitted three applications for re-grading of final examination papers in courses he/she previously took and for which the decisions were either to decline or close them.
- 3- The department chair should request the testimony of the course instructor. In case there is a mistake then the result should be corrected using the appropriate form used for correcting results. In case the testimony indicates a sound grading, the department chair has to show the student his/her examination paper and compare it with the model answer. If the student accepts the soundness of the grading, he/she should sign waving his/her application. The chair should sign to close the application, and the application should be considered as being one of the applications mentioned in the second paragraph. These procedures should be completed within five working days.
- 4- In case the student does not accept the soundness of the grading, the department chairman has to form a committee composed of two faculty members that does not include the course instructor. The committee should submit its report to the department chair to take his/her decision to accept or reject the application. This should be done within ten working days and the student should be informed about the decision.
- 5- If the department chair is the course instructor, the college vice dean for academic affairs performs the procedures described before.
- 6- In case the student does not accept the decision, he/she is allowed to convey his/her grievance to the council of the college where the course is taught within ten working days of being informed. The grievance is presented officially to the college dean showing the reasons and justifications for his/her demand. The grievance is discussed in the first college council after the presentation of the grievance.

7- It is permissible for the college council, in case it does not accept the reasons for grievance, to issue a justified decision to close the grievance. In case the college council approves the re-grading, it has to form a committee of at least three faculty members. One of the committee members should not belong to the department and the committee should not include the course instructor or members of the former committee charged with re-grading the examination paper. The committee should present its report to the council within ten working days from the date of its formation. The report is discussed in the first subsequent council meeting. The council decision is final after the approval of the minutes of meeting.

Article forty:

The college council determines, based on a recommendation of the chair of the concerned department, the period of the written final examination, provided it is not less than one hour and does not exceed three hours.

Article forty one:

Without prejudice to provisions contained in the articles (31-40), the university council can put the regulations for performing final examinations.

Executive Rule of King Saud University

- a) The final examinations are held in the specified period in accordance with the approved university calendar.
- b) The college is committed to hold the final examinations in the dates specified during the registration period for each course.
- c) The course instructor is in charge of putting questions and the materials for the examination, and the preparation of a model answer. He/she who is in charge of putting questions of the final examination should deliver a copy of the examination and a copy of the model answer to the department chairman at most two days after the final examination of the course.
- d) Unified questions for the final examination are put for the course with multiple sections. The course instructors participate in the questions preparation. It is permissible for the council of the college offering a course

- with multiple sections, based on recommendation of the department chair, to put non-unified questions. Students should be informed about this issue.
- e) The faculty member should commit to be present during the holding of the examination of the course he/she is teaching.
 - f) In case the final examination, for a compelling excuse, cannot be held in its specified time, the department chairman sets an alternative date to hold the final examination that should be approved by the college dean or whom he/she delegates, provided it does not contradict the contents of article thirty six of this list of regulations.

Transfer

Transfer from one University to Another

Article forty-two:

It is permissible to accept the transfer of a student from outside the university in accordance with the following controls:

- a) The student should have studied in a recognized college or university.
- b) The student should not have been expelled for disciplinary reasons from the university he/she is transferring from.
- c) He/she should satisfy the conditions of transfer that are set by the university council.

Executive Rule of King Saud University

It is permissible to accept the transfer of a student from outside the university according to the following rules:

- a) The student should have studied in a recognized college or university.
- b) The student should not have been expelled for disciplinary reasons from the university he/she is transferring from.
- c1) The approval of the dean of admission and registration affairs in accordance with the transfer rules approved by the university rector.
- c2) The approval of the dean of the college that the student wishes to transfer to, in accordance with the transfer rules approved by the college council.
- c3) The number of credit units required from the transferring student to study in King Saud University should be no less than 60% of the total credit hours required for the completion of the baccalaureate degree at the University.

Article forty three:

The college council undertakes the equivalence of courses that the student has studied outside the university based on the recommendations of the departments that offer these courses. The courses for which an equivalence was made are recorded in the student academic record but they are not counted in calculating his/her cumulative grade.

Executive Rule of King Saud University

The council of the college offering the course undertakes the task of making the equivalence of the courses that the transferring student has passed successfully in other university and this based on recommendation of the departments offering the course in accordance with the following controls:

- a) The study should have been done in a recognized university or college.
- b) The course that the transferring student has successfully passed should have a description equivalent or comparable to the course in King Saud University desired to be made equivalent to, and its credit hours should be no less that the course desired to be made equivalent to.
- c1) Taking into consideration paragraph (c3) of article (forty two) of this list of regulations, the maximum percentage of credit hours that can be considered from outside university is (40%) of the total graduation credit units of King Saud University.
- c2) There should be no more than five years elapsed since the transferring student has passed the course successfully in the university he/she is transferring from. The university reactor or whom he delegates can exempt from this rule.
- c3) The grade earned by the transferring student in the course (intended to make an equivalence to it) should be no less than (good). The college council can require higher grades.
- c4) The college offering the course should commit to completing the equivalence procedures in a period of no more than ten working days from the date of the reception of the application accompanied by the original of the academic record and the description of the approved course.

d) The details of the courses for which an equivalence was made should be recorded in the academic records. This includes the grade earned by the student in each course but without using them in calculating the cumulative grade.

Article forty four:

If after the student is transferred, it appears that the student was previously expelled for disciplinary reasons, then the student will be suspended from the date his/her transfer was accepted by the university.

Article forty five:

The transfer of the student during any academic semester from one university to another is done according to the procedures and dates announced by the university to be transferred to in light of general rules of transfer.

Transfer from one College to another in the University

Article forty six:

It is permissible to transfer a student from a college to another inside the university in accordance with the rules set by the university council.

Executive Rule of King Saud University

- a) The procedures for the transfer from one college to another of students that have been specialized in the colleges after finishing the specialty requirements, are subject to procedures set by the university council or whom it delegates.
- b) It is permissible for the dean of the college to where the student wants to transfer, to accept the student demand in accordance with the conditions set by the college council.

Article forty seven:

All courses that were previously studied by the transferring student from one college to another should be recorded in the academic record. This includes the grades, the semester averages, and the cumulative averages during his/her study in the university.

Executive Rule of King Saud University

- a) Taking into consideration the rules mentioned in the executive rule of article forty three, the council of the college offering the course or whom it delegates is in charge of accepting the equivalence of courses successfully passed by the transferring student from one college to another in king Saud university, based on a recommendation of the departments offering these courses.
- b) All courses of the same educational stage previously studied by the transferring student from one college to another in king Saud university should be recorded in his/her academic records. This includes the grade

- earned by the student in each course. All courses that have been studied in the university are included in the calculation of his/her cumulative grade.
- c) It is permissible to consider making an equivalence for the courses taken by students holding degrees less than baccalaureate from king Saud university and accepted for a baccalaureate degree, provided taking into consideration what is outlined in paragraph (a) in accordance with the following:
- c1) The number of credit hours required from the student to study should be no less than (60%) of the total credit hours required to obtain a baccalaureate degree in the university.
- c2) The grades of the courses for which an equivalence was made do not count within the cumulative average. But these courses are recorded in the student academic record.
- d) For the student who holds a degree less than baccalaureate from king Saud university and who is accepted for a baccalaureate degree, the regular period for study is calculated based on the number of credit hours for which an equivalence was accepted according to the text of article forty seven of the list of regulations and its executive rule and in accordance with the following:
- 1) The calculation includes the student eligibility for the compensation and opportunities.
 - 2) A whole academic period is counted from his/her academic program leading to the baccalaureate, in case the equivalence is made for 14 credit hours or less
 - 3) An academic semester is counted from the period for each 15 credit hours for which an equivalence is made.

Transfer from specialty to another inside the college

Article forty eight:

It is permissible for the student, after the approval of the college dean, to transfer from a specialty to another inside the college in accordance with controls made by the university council.

Executive Rule of King Saud University

- a) It is permissible for the student, after the approval of the college dean, to transfer from a specialty to another inside the college in accordance with controls made by the college council.
- b) The procedures for the transfer from one department to another of students who have specialized in the academic department after completing the specialization requirements, are made in accordance with the controls approved by the university council.

Article forty-nine:

All courses previously studied by the transferring student from one specialty to another, should be recorded in his/her academic record. This includes the grades, semester averages and cumulative averages during his/her study in the university

Visiting Student

Article fifty:

A visiting student is the one who is studying some courses in another university or in a branch of the university he/she belongs to, without being transferred. Equivalence is made for the courses he/she studied in accordance with the following controls:

- a) The pre-approval of the college where he/she is studying .
- b) The study should be in a recognized college or university.
- c) The course that the student takes outside the university should be equivalent or comparable in its items to some course within the graduation requirements.
- d) If the study of the student is carried out in a branch of the university where he/she belongs then he/she is treated in accordance with article (47).
- e) The university council determines the maximum percentage of credit hours from the other university that can be counted for the visiting student.
- f) The grades of the courses from the other university for which an equivalence was made are not counted within his/her cumulative grade. But they are recorded in his/her academic records.

Executive Rule of King Saud University

50-1) It is permissible for a student from king Saud university to be a visiting student in another recognized university or another branch of the University without being transferred, according to the following controls:

- a) The approval of the college where he/she is studying after the confirmation that the course the student will study outside the university can be made equivalent or (comparable) in its items, and that the number of its credit hours are no less than the credit hours of the course within the graduation requirements for which an equivalence is sought.
- b) The visiting student studying in any branch of the university where he/she belongs is treated in accordance with article (47) of this list of regulations.

- c) The grades of the courses from the other university for which an equivalence was made are not counted within his/her cumulative grade. But they are recorded in his/her academic records.
- d) The student should have studied at least two semesters in the college he/she joined as a regular student before submitting his/her demand to be a visiting student in another university, and at least one academic semester before submitting his/her demand to be a visiting student in another branch of the university.
- e) Taking into consideration paragraph (c3) of the executive rule of the article forty two of the list of regulations, the maximum credit hours that can be counted from outside the university is (30%) of the total graduation units of king Saud university.
- f) The grade of the visiting student in the course for which an equivalence is sought should not be less than (good).
- g) The approval of the deanship of admission and registration affairs in king Saud university.
- h) The student must provide the deanship of admission and registration affairs with his/her results within two weeks of the start of study in the first academic semester that follows his/her period of study as a visitor. In case he/she does not present his/her results, he/she is considered in a state of interruption from these semesters (except the summer semesters) and is treated in accordance with article (15) of this list of regulations.
- i) The monthly compensation is given to the visiting student if he/she deserves it after providing the deanship of admission and registration affairs with the results of the course he/she studied.

50-2) It is permissible for a student of another university or college to study as a visiting student in king Saud university or in any of its branches in accordance with the following controls:

- a) The approval of his/her study by the university or college where he/she studied before. He/she should present an official demand to the deanship of admission and registration affairs that includes the king Saud university courses he/she desires to study.
- b) The student should not have been dismissed from his/her university for academic reasons.

- c) The student should have been enrolled regularly for at least two academic semesters in the university where he/she was accepted.
- d) The student is not allowed to study as a visiting student in king Saud university or in any of its branches if he/she was previously denied in any course he/she studied as a visitor in king Saud university.
- e) The courses are registered for the student in accordance with the controls for course registration and registration dates in king Saud university.
- f) The monthly compensation from king Saud university is not awarded to the visiting student.

General Rules

Article fifty-one:

This list of regulations cancels all previous lists regulating academics and examinations, and that are in effect in the undergraduate education.

Article fifty-two:

The university council has the authority to put in place executive rules that are not in contradiction with the provisions of this list of regulations.

Article fifty-three:

The high education council has the right to explain this list of regulations.

Appendices

Appendix A: Academic Record and Grades Codes

Academic record

It is a statement showing the academic progress of the student and includes the courses he/she took in each semester with its codes, numbers, number of credit units, grades he/she earned and the codes and values of these grades. The academic record also shows the semester average, the cumulative average and the overall grade in addition to the courses that the transferred students were exempted from.

Interpretation in English	Interpretation in Arabic	Points		Score Limits	Code in English	Code in Arabic
Exceptional	ممتاز مرتفع	4.00	5.00	95-100	A+	+أ
Excellent	ممتاز	3.75	4.75	90 to less than 95	A	أ
Superior	جيد جدا مرتفع	3.50	4.50	85 to less than 90	B+	+ب
Very good	جيد جدا	3.00	4.00	80to less than 95	B	ب
Above average	جيد مرتفع	2.50	3.50	75 to less than 80	C+	+ج
Good	جيد	2.00	3.00	70 to less than 75	C	ج
High pass	مقبول مرتفع	1.50	2.50	65 to less than 70	D+	+د
Pass	مقبول	1.00	2.00	60 to less than 65	D	د
Fail	راسب	0.0	1.00	Less than 60	F	هـ
In Progress	مستمر	-	-	-----	IP	م
Incomplete	غير مكتمل	-	-	-----	IC	ل
Denied	محروم	0.0	1.00	-----	DN	ح
Non grade-Pass	ناجح دون درجة	-	-	More o equal to 60	NP	ند
Non grade fail	راسب دون درجة	-	-	Less than 60	NF	هد
Withdrawn	منسحب بعذر	-	-	-----	W	ع

Appendix B: An example of calculating semester average and cumulative average

First Semester:

Course	Number of credit hours	Score out of 100	Grade code	grade weight	Number of points
IC 301	2	85	B+	4.50	9.00
Chem 324	3	70	C	3.00	9.00
Math 235	3	92	A	4.75	14.25
Phys 312	4	80	B	4.00	16.00
Total	12				48.25

Semester average =total points/total credit hours=48.25/12=4.02

Second Semester:

Course	Number of credit hours	Score out of 100	Grade code	grade weight	Number of points
IC 104	2	96	A+	5.00	10.00
Chem 327	3	83	B	4.00	12.00
Math 314	4	71	C	3.00	12.00
Phys 316	3	81	B	4.00	12.00
Total	12				46.00

Semester average =total points/total credit hours=46/12=3.83

Cumulative average =total points/total credit hours= (48.25+46)/ (12+12) =3.93

Appendix C: Additional definitions

Summer semester:

A period of no less than half the period of the academic semester and no more than eight weeks. The period does not include the registration and the final examinations periods. During the summer semester, the time allocated for each course is doubled.

Short period:

A period of time shorter than the academic semester in which one or several courses are taught extensively in the colleges that follow the yearly academic system.

Final examinations period:

A period for which the start and the end are set by the university council for each semester.

Fresh student:

A student accepted in the university for a degree without going back to his/her former academic records for the same degree if he/she was accepted previously in the university.

Regular student:

A student who is allowed to register for courses in an academic semester or academic year.

Transferring student:

A student whose transfer is accepted from another university, college or discipline.

Visiting student:

A student that studies some courses in a university other than his/her or in a branch of his/her university without being transferred. Equivalence is made for the courses he/she successfully passed in accordance with the executive rules of the list of regulations of study and examinations.

Excused Student:

A student whose request to be excused from continuing the study of one academic semester or an academic year is accepted.

Postponing student:

A student whose request to postpone the study for an academic semester or a full academic year is accepted.

Suspended student:

A student who is stopped from study for specific reasons outlined in the list of regulations of study and examinations and its executive rules.

Academically dismissed student:

A student whose registration is stopped as result of obtaining a specific number of academic warnings and/or for exceeding the maximum regular period of study.

Disciplinary dismissed student:

A student who is dismissed permanently from the university as result of the issuance of a disciplinary decision from the competing authority as stipulated by the regulations of student discipline.

Withdrawing student:

A student who terminates his/her study at the university before finishing his/her academic study.

Guiding plan:

The typical distribution of requirements of the academic plan over levels or academic years.

Regular period of study:

The specified period for completing the graduation requirements of an academic program in accordance with the number of years or specified academic levels in the guiding plan of that program.

Pre-requisite:

The condition to be fulfilled before being able to register for a course. This may include the successful passing of one or several courses or a specified number of credit hours.

Co-requisite:

The condition to be simultaneously fulfilled at the registration for a course. This may include the registration of one or several courses or a specified number of credit hours.

Denied grade:

The grade recorded for the student who is not allowed to enter the final examination of a course since his/her absence in the course exceeded the percentage set by the university council, and is referred to as (DN).

Automatic registration:

The electronic registration of a regular student before the start of the academic semester in the courses available to him according to his/her academic plan.

Equivalence:

A procedure whereby a student is considered “passing a course” in his/her academic plan that he/she did not actually take, in case he/she successfully passed a different course he took inside or outside the university and is equivalent or comparable to the required course in his/her plan, in accordance with the controls that are outlined by this list of regulations.

Honors rank:

An appreciation rank awarded to academically outstanding students who fulfill the specified conditions outlined in this list of regulations.