



# Prince Sultan University **Rules of Implementation** of the Undergraduate Study and Examinations By- Law

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# Chapter 1

## Definitions

# Chapter 1

## Definitions

### Article 1

The following terms and phrases, as used in this by-law, shall be defined indicated, unless the context requires otherwise.

**Academic year:** Two (2) regular semesters or more and a summer semester, if any, or four (4) or more levels and one or two summer levels, if applicable.

**Academic system:** The method of study followed at the university's colleges, which may be based on the level-system, or the semester-system, or the year-system.

**Academic semester:** A period of at least fifteen (15) weeks in the case of a two-semester system, and not less than twelve (12) weeks in the three-semester system. This excludes registration, the add and drop period, and final examination periods.

**Academic level:** An academic method in which the duration is shorter than a semester, typically lasting between four and eight weeks, and totaling at least forty weeks per year.

**Full academic year:** A period of no less than forty weeks a year.

**Summer semester:** A period of up to eight (8) weeks in a two-semester system, or a minimum of six weeks (6) in a three-semester system. During this period, the contact hours allocated for each academic course are doubled.

**Summer level:** A period of at least four (4) weeks in the case of a level system, during which the contact hours allocated for each academic course are doubled.

**Study plan:** A list of core, elective, and free courses, which the sum

of its units constitutes the graduation requirements that the student must pass successfully to obtain the academic degree in the specified specialization.

**Course:** A subject included in the approved degree plan for each program. Each course is identified by a number, code, title, and detailed description of its contents. A portfolio on each course is maintained in its respective department for follow-up, evaluation, and updates. Some courses permissible to be taught independently or to have prerequisite or co-requisite requirement(s).

**Credit hour:** The weekly theoretical lecture (or clinical or tutorial lecture) of at least fifty (50) minutes, or the practical lesson of at least one hundred (100) minutes, or the field lesson specified in the study plan.

**Teaching methods:** Different instructional methods, including face-to-face learning, blended learning, distance learning, self-paced learning, and other forms of teaching.

**Academic upgrade program (bridging):** A program designed to prepare students who have diploma to achieve a bachelor's degree.

**Classwork score:** The grade which reflects the student's performance during a level or a semester or an academic year (if any) and this includes examinations, research, and other leaning activities related to a particular course.

**Final examination:** An examination in course materials, given once at the end of every semester, academic level, or full academic year.

**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.

**Academic transcript:** A detailed record that includes all the courses the student has studied and the grades that have been obtained, including the two GPAs: (semester and cumulative).

**Visiting student:** A student who studies some courses at another university, or in a branch of the university to which they belong, without being transferred.

**The grade:** A percentage, or alphabetical letter, assigned indicating the final score received in a course.

**Incomplete grade:** A temporary grade assigned to each course in which a student cannot complete its requirements in due time. This is indicated in the academic transcript by the letter grade (IC).

**In-progress grade:** A temporary grade assigned to each course which requires more than one semester to complete. This is indicated in the academic transcript by the letter grade (IP).

**Semester GPA:** The total quality points a student has earned, divided by the total credit hours assigned for all courses taken in a given semester or level or an academic year. The quality points are calculated by multiplying the credit hour of each course by the weight given to each grade in each course.

**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.

**Graduation ranking:** The assessment of a student's academic achievement during their study at the University.

**Course load:** The total number of credit hours a student can register in each semester, or academic level or full academic year, and in accordance with the University Council decisions.

## The Rule of Implementation for Article 1

Terms and definitions related to Prince Sultan University are attached in Appendix No. (2).





## Chapter 2

# Objectives and Validity of the By-Law

## Chapter 2

### Objectives and Validity of the By-Law

#### Article 2

The aim of this by-law is to organize the study and examination mechanisms and procedures at the university. Its purpose is to achieve high efficiency and quality in the educational process and academic procedures for the post-high school stage.

#### Article 3

The provisions outlined in this by-law are applicable to universities that implement the Higher Education Council's system, as issued by Royal Decree No. (M/8) on 4/6/1414 H, as well as universities that implement the Universities' System, as issued by Royal Decree No. (M/27) on 2/3/1441 H.



## **Chapter 3**

# **Study Systems**

## Chapter 3

### Study Systems

#### Article 4

1. When approving its programs, the university shall adhere to the following, in order:
  - A. The Unified Saudi Classification for Educational Levels and Specializations, issued by Council of Ministers Resolution No. (75) On 27/1/1442 H, including any subsequent amendments or updates.
  - B. The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by a decision of the Board of Directors of the Education and Training Evaluation Commission at its first meeting for the second session held on 16/6/1441 H, including any amendments or updates.
2. The student progression from one academic level to another shall be in accordance with the study system and the study plan approved by the University Council.

#### The Rule of Implementation for Article 4

1. All study plans are approved by the Board of Trustees after receiving approval from the University Council. Each program is assigned a specific title and code. Additionally, the learning outcomes of each program are formulated, including specifications for academic programs and courses in accordance with the Education and Training Evaluation Commission models.
2. Departments are responsible for reviewing and updating their study plans while taking into account the Unified Saudi Classification for Educational Specializations and the National Qualifications Framework, as well as adhering to the following rules:

- A. If a college intends to create a new program or update an existing one, the proposal must be presented to the College Curriculum Committee, the Department and College Councils, and the Institutional Curricula Committee. The proposal should then be submitted to the University Council to obtain initial approval before proceeding with further preparation.
  - B. Modifications to the plan can only be made with the approval of the Department and College Councils, the recommendation of the Institutional Curricula Committee, and the subsequent approval of the University Council.
  - C. When changes are made to a study plan, it is expected that some courses may no longer be offered, or new courses may be added. Therefore, students who progress at a slower pace should fulfill their graduation requirements according to the timeline of their original degree plan. If the new plan requires taking a course that was previously cancelled but cannot be registered for, the student may take an equivalent course (in terms of content and credit hours), with the approval of their academic advisor, the Department Council, and the College Council. In this case, the Deanship of Admission and Registration must be informed.
  - D. If a dismissed or suspended student is readmitted, the student is subject to the same study plan that was assigned to him/her in their last semester at the University, unless that plan has been canceled. If the student's original study plan has been canceled, the student will be transferred to the most recent study plan that is appropriate for their major.
3. Departments are responsible for establishing a list of approved elective courses and submit it to the College Council. The approved list is to be forwarded to the Deanship of Admission and Registration.
  4. The student must maintain the academic progress within the framework of the study plan. If the student completes all requirements of the plan, he/she will be eligible for graduation.
  5. The student bears the responsibility for understanding and following academic rules and regulations, including graduation requirements.

## Article 5

The academic year is structured, and the degree requirements necessary for graduation are distributed based on the study system and study plan approved by the University Council, as follows:

1. The academic year is divided into two or more regular semesters, with the possibility to have one summer semester. The duration of the summer semester is half the duration of a regular semester.
2. The study plan consists of four or more levels, with each academic level lasting a minimum of four weeks and a maximum of eight weeks. The total number of academic weeks throughout the year should not be less than forty. There may be one or two summer levels, if any, each with duration that is half the duration of a regular academic level.

### The Rule of Implementation for Article 5

1. Undergraduate programs at the university operate on the semester system, in which the academic year is divided into two semesters, each lasting not less than fifteen weeks. The student progresses by studying and passing courses within each semester, according to the specified conditions and rules.
2. There is a possibility of having a summer semester that its duration is half the duration of a regular semester, with the teaching load and the student load also reduced to half of that of a regular semester.
3. The Deanship of Admission and Registration is responsible for preparing the details of the academic calendar for each year and obtains approval from the University Council.

## Article 6

In certain colleges, studying may follow a full academic year system, as determined by the rules and procedures approved by the University Council.

## Article 7

Considering the decisions issued by the Universities Affairs Council, the University Council has the authority to adopt specific teaching methods in its programs, based on proposals from the Colleges or Institutes Councils, if the selected teaching methods are suitable for the nature of the program's subject matter.

## Article 8

A minimum of 10% of the total courses of any study plan shall be taught using one or more teaching methods other than face-to-face instruction. The University Council determines the regulations governing such courses.

### The Rule of Implementation for Article 8

1. The methods of non-face-to-face instruction are as follows:
  - A. Blended learning: At least 25% of the teaching hours are conducted online.
  - B. Online learning: All teaching hours are conducted online.
  - C. Self-paced learning.
  - D. Cooperative training course.
  - E. Summer training course.
  - F. Other programs that fall under non-traditional teaching methods.
2. The maximum percentage of courses that can be taught using methods other than face-to-face instruction in the study plan is 30%.

3. The department responsible for the program determines the courses in the study plan that can be offered in one or some of the above-mentioned non-face-to-face methods with a percentage of not less than 10% of the total courses in the study plan. The department and college councils shall study and evaluate the program plans, and submit a proposal suggesting the courses that can be offered using one of the above-mentioned methods. The College Curricula Committee then presents its recommendation to the College Council, which subsequently submits its recommendation to the Vice President for Academic Affairs for final approval.
4. The following factors must be considered when teaching courses using a non-face-to-face method:
  - A. If the course is taught remotely, the course instructor must ensure that students attend the course and maintain a record of absent students.
  - B. The course instructor is responsible for providing academic supervision of these courses and announcing clear remote office hours for students.
  - C. Final and midterm exams must be conducted in accordance with the approved course specification.
  - D. If online quizzes are included in the course, the regulations for remote exams must be considered.

## Article 9

1. Based on recommendations from the College Councils, the University Council has the authority to approve the following:
  - A. Academic upgrading programs (Bridging programs) in certain majors, in accordance with regulations that have been approved by the Universities Affairs Council.
  - B. Interdisciplinary programs.



2. The University Council may accept a student who holds a bachelor's degree in one major to pursue a bachelor's degree in a different major, based on a proposal from the Colleges or Institutes Councils.

## The Rule of Implementation for Article 9

1. (Bridging Programs): The University is authorized to provide bridging programs for graduates of educational institutions, enabling them to fulfill the requirements for a bachelor's degree in the same or related major, in accordance with the regulations specified by the Universities' Affairs Council.
2. (Interdisciplinary Programs): An Interdisciplinary Program is a program that is developed and implemented by multiple majors and has specific learning outcomes that cannot be achieved through a single specialization. The total contribution from existing courses must not exceed 10% of the program's total courses.
3. Regulations of developing and structuring interdisciplinary programs, Double major, and Minor are as follows:

### A. Regulations of developing interdisciplinary programs:

Any two or more academic departments within the university may collaborate to offer an interdisciplinary program, subject to the following conditions:

1. Approval is required from the Department Councils involved in the interdisciplinary program's implementation and the Colleges Councils to which those departments are affiliated.
2. A joint committee, led by a faculty member serving as the Committee Chair, must be formed from the participating departments. The committee has the same authority as a Department Council.
3. A detailed proposal of the program must be prepared in accordance with the regulations of the Institutional Curricula Committee, the National Qualifications Framework, and the Unified Saudi Classification of Educational Levels and Specializations.

4. The interdisciplinary programs must undergo a review by the Institutional Curricula Committee before being approved by the University Council and the Board of Trustees.
- B. Interdisciplinary program structure and management:
1. The academic department that contributes the largest number of new courses will host the interdisciplinary program.
  2. The program will be managed by a joint committee composed of representatives from the participating departments. The committee will be responsible for program evaluation, quality management, and will report to the College Dean of the responsible department.
  3. A Chairperson for the committee will be appointed by the Vice President for Academic Affairs. The committee is considered a permanent committee and is directly linked to the College Dean to which the program is affiliated.
  4. The interdisciplinary program is subject to all other university regulations that apply to other programs, unless otherwise stated in the by-law.
- C. Dual programs regulations: (Double Major)
1. University colleges, represented by their departments, may prepare a list of programs that they wish to offer as double major programs for students. The list must specify the enrollment requirements for each double major, subject to approval by the Department and College Councils.
  2. Double major programs must undergo review by the University Institutional Curricula Committee before being approved by the University Council, in accordance with the National Qualifications Framework and the Unified Saudi Classification of Educational Levels and Specializations.
  3. Students may choose a double major in addition to their main major, subject to the following regulations:

- A. Joint credit hours will be counted for both majors.
  - B. Student may take courses in both majors simultaneously, subject to the regulations outlined in the Study and Examination by-law, such as the study load in each semester.
  - C. Students who wish to pursue a double major must have completed at least 56 hours in their current major specialization and have a cumulative average of at least (2.25) out of (4.00). This decision is subject to approval by their academic advisor.
  - D. Students are required to participate in the Cooperative Training Program for their main major specialization only.
  - E. If a summer training program (Internship) is available in both majors, students are required to choose only one, based on the recommendations of the two Colleges' Councils.
4. Upon successful completion of all required courses and obtaining the required GPA for each academic degree, the student will receive one graduation certificate from their main college. However, the other major will be recorded in their academic transcript and certificate.
  5. Except as explicitly stated in these regulations, all other university regulations for programs apply to students pursuing a double major.
- D. Regulations for Minor Programs:
1. University colleges, represented by their departments, may prepare a list of programs that they wish to offer as minor programs for students. This list must specify the enrollment requirements for each minor, subject to approval of the Department and College Councils.
  2. Minor programs must undergo review by the University Institutional Curricula Committee before being approved by the University Council.
  3. Students may choose a minor, subject to the following regulations:

- A. Students may apply for a minor in another college or within the same college if their GPA is at least (2.25) and they have completed a minimum of 56 credit hours at the undergraduate level (after the PYP).
  - B. Students who wish to register for a minor must submit their application before week 7 of the semester and after completing at least 56 credit hours at the undergraduate level (after the PYP).
  - C. Students are entitled to obtain only one minor.
  - D. Students must fulfill all requirements of the minor degree (the number of credit hours depends on the major), including any prerequisites.
  - E. Students must complete all requirements of the minor degree before or in conjunction with the requirements of the major.
  - F. Students are required to participate in the Cooperative Training Program for their main major specialization only.
  - G. If a summer training program (Internship) is available in both majors, students must choose one program based on the recommendations of the two Colleges' Councils.
4. Both the minor and major will be recorded in the academic transcript and certificate upon graduation, according to the approved accreditations.
  5. All other university regulations for programs apply to students, unless explicitly stated otherwise in these regulations.

## Article 10

The University Council is authorized to confer a Diploma in the student's major to a student who has completed a certain number of credit hours but has not met the requirements for a bachelor's degree. This article must adhere to the regulations approved by the University Council, as

long as it does not contradict the Unified Saudi Classification for Levels and Educational Specializations issued by the Council of Ministers Resolution No. (75) On 27/1/1442 H., and any amendments or updates to it, and the National Qualifications Framework in the Kingdom of Saudi Arabia issued by a decision of the Board of Directors of the Education and Training Evaluation commission in its first meeting for the second session held on 16/6/1441 H. Any amendments or changes to these frameworks must also be considered.

### **The Rule of Implementation for Article 10**

Based on the recommendation of the Institutional Curricula Committee, University Council approves the Diploma's By-Law, which regulates the rules for awarding a diploma for the student who has completed a certain number of credit hours but has not fulfilled the requirements for a bachelor's degree.





## **Chapter 4**

# **Admission**

#### Article 11

The University Council determines the conditions and regulations of admission, as well as the number of students to be admitted in the academic year, based on proposals of the College Councils (or their equivalent in the university), taking into account the decisions issued by the Universities' Affairs Council, the national development requirements, and reports from the competent authorities regarding the anticipate supply and demand in the labor market.

#### The Rule of Implementation for Article 11

1. The Deanship of Admission and Registration, in coordination with the relevant authorities, and based on the proposal of the college councils, submits a recommendation to the University Council regarding the conditions and regulations of admission, as well as the number of students who can be accepted for admission in the following academic year.
2. To be accepted for admission, prospective students must meet the following requirements:
  - A. They must have obtained a High School certificate or its equivalent from inside or outside the Kingdom. If the certificate was issued from outside the Kingdom of Saudi Arabia, the student must submit a letter from the Ministry of Education in the Kingdom of Saudi Arabia stating that the certificate is equivalent to the High School certificate in Saudi Arabia.
  - B. They must fulfill any additional conditions determined by the University Council and announced at the time of submission.
3. Conditional admission maybe granted, but this admission may



be revoked if the payment of the fees and the course registration procedures are not completed within the specified time announced by the Deanship of Admission and Registration.

4. All newly admitted students are required to complete the Preparatory Year Program (PYP) prior commencing their undergraduate studies. Students may be exempted from this program or certain parts of it according to the rules of implementation pertaining to the placement test and upgrading examinations in the PYP, as approved by the University Council.
5. Students must adhere to the financial rules and regulations that have been approved by the University Council.

## Article 12

In accordance with Articles (9) and (10) of this by-law, a student may be accepted for admission under the following conditions:

1. If they have obtained a diploma degree (or its equivalent) and wish to complete a bachelor's degree in a related field. In this case, the student's previously taken courses will be evaluated for equivalence and included in their academic program.
2. If they have already completed a bachelor's degree (or its equivalent) in a specific major and wish to obtain a bachelor's degree in another major. In this case, the student's previously completed courses will be evaluated for equivalence, and if approved, will be included in their academic program.

The Rules of Implementation for this by-law outline the specific conditions and procedures for this, including the possibility of including the courses that have been equalized within the student's cumulative grade point average in their academic transcript.

## The Rule of Implementation for Article 12

1. A student who has successfully obtained a diploma degree (or its equivalent) may be accepted to pursue a bachelor's degree. Courses are evaluated for equivalence according to the regulations specified in the Rules of Implementation for Article 24.
2. A student who has a bachelor's degree (or its equivalent) in a specific major may be admitted to obtain a bachelor's degree in another major. The courses are evaluated for equivalence according to the regulations specified in the Rules of Implementation for Article 24.
3. The admission requirements specified in Article 11, along with its implementing rules, are applied to the student.



## **Chapter 5**

# **Academic Procedures**

## Chapter 5

### Academic Procedures

#### Article 13

The University Council establishes the rules governing academic procedures, which include registration and adding and dropping courses within the approved study plan, with the requirement that students register for the minimum academic load.

#### The Rule of Implementation for Article 13

1. The student is responsible for comprehending and complying with the academic rules and regulations, including graduation requirements approved by the university council.
2. The student is responsible for comprehending and complying with the financial rules and regulations approved by the university council.
3. The academic load is determined according to the following rules:
  - A. The minimum and maximum academic load per semester:
    1. The minimum number of credit hours per semester is (12).
    2. The maximum number of credit hours per semester is (21), according to the student's cumulative average, as indicated in the following table:

Cumulative Grade Point Average (GPA)	The maximum academic load
Less than 1.00	12
1.00-1.49	14
1.50-1.99	16
2.00-3.49	19
3.50-4.00	21

- B. If the student achieved a semester GPA in the previous semester that is not less than (2.75) out of (4.00), and with the approval of the chair of their academic department, the student may register for an additional (2) credit hours beyond the maximum load specified in the previous table.
- C. The minimum and maximum academic load for the summer semester are (1) and (9) credit hours, respectively.
- D. The maximum academic load for a student in their last semester is (23) credit hours, and (9) credit hours in the summer semester, provided that their cumulative grade point average is at least (2.00) out of (4.00).

#### **4. Dropping and adding courses:**

During the designated period, students may make changes to their schedule by adding or dropping courses after obtaining the approval of their academic advisor. A student may add courses during the first week of the semester (first three days for the summer semester). A student may drop courses during the first two weeks of the semester (first week for the summer semester) without affecting the student's academic transcript. In both cases, the following conditions must be met:

- A. If the course to be dropped is a co-requisite, the student must either drop both co-requisite courses or complete both courses concurrently.
- B. To add a course, the course load must not exceed the maximum load allowed for registration, all requirements must be met, and the desired section of the course must have available seats.

#### **5. Auditing a course:**

A student may change his/her course status from credit to audit based on the recommendations of the course's instructor, the approval of the Department Chair offering the course, as well as the approval of the academic advisor and the Department Chair of the student's major. When auditing a course, the student must consider the following:

- A. Once a course is designated as an audit status, it cannot be converted to a credit.

- B. The grade of “Auditing” does not contribute to the calculation of the semester cumulative grade point average, and the number of its credits is not counted within the number of credits required for graduation.
- C. The deadline for submitting applications to change course status to audit status to the Deanship of Admission and Registration is the same as the deadline for dropping one or more courses, as specified in the academic calendar.

#### **6. Repeating a Course:**

A student is allowed to repeat any course in which he/she obtained a grade of Above Average (C+) or lower. However, the most recent grade will be the student’s final grade in the course, regardless of whether it is higher or lower than the previous grade.

#### **7. Academic Standing Report:**

At the end of each semester, the academic standing of the students, which reflects their achievement during their study at the University, is determined and recorded in their academic transcript.

- A. Good Academic Standing: To be considered in good standing, a student must have a minimum cumulative GPA of (2.00) out of (4.00).
- B. Academic Probation: If a student’s cumulative GPA falls below (2.00) out of (4.00), after final grades have been processed at the end of a regular semester, the student will be placed on academic probation.

Academic probation can be revoked if the student achieves a cumulative GPA of no less than (2.00) out of (4.00).

#### **8. Enrollment in the Cooperative Program:** Depending on their major, a student may be required to participate in a cooperative program that involve working in their specialty area for a training period of 28 weeks (equivalent to 10 credit hours), as outlined in their study plan. To qualify for enrollment in the cooperative program, the student must meet the following conditions:

- A. Have completed all the courses in their study plan, unless an exception is approved by the College Dean if the remaining credit hours are no more than 20.

- B. Have earned a major and cumulative GPA of 2.00 or above.
  - C. A student may not register for any course with the cooperative training course, except when he/she has failed the course in the last semester before enrolling in the cooperative training. In this case, only one course may be registered based on the regulations approved by the University Council.
9. Enrollment in the Summer Training Program (Internship): Depending on the student's major, a student may be required to participate in a summer training period of 100 working hours per 1 credit hour, with a maximum of 3 credit hours. The study plan determines the rules set by the concerned college.
  10. Academic transcript: A student can access their academic transcript at the end of each semester through Edu-gate. Academic transcripts are not issued to or sent to any authority outside the university unless requested in writing by the student. Partial academic transcripts are not issued; rather, academic transcripts include all the grades earned by the student during his/her years of study at the university, from the date of their admission until the issue date of the records. Accuracy and confidentiality of the student's academic transcript are maintained.
  11. Students are required to adhere to the financial rules and regulations approved by the University council.

## Article 14

A student is required to attend courses, whether they are conducted in-person or virtually, according to the teaching method specified in the study plan. If the student's attendance falls below the limit set by the University Council, the student will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to excessive absences is considered to have failed that course and is given the grade (DN) in the course.

## The Rule of Implementation for Article 14

1. A student is required to attend lectures and laboratory sessions. If a student's absences (excused or unexcused) exceed the allowed limit for a course, the student will be barred from continuing the course, denied entrance to the respective final examination, and given the grade (DN) in the course, as follows:

# of CONTACT HOURS	First warning is issued if the # of absences is	Second warning is issued if the # of absences is	DN grade is issued if the # of absences is
Two hours weekly	3 hours or more	6 hours or more	8 hours or more
Three hours weekly	5 hours or more	9 hours or more	12 hours or more
Four hours weekly	6 hours or more	11 hours or more	16 hours or more
Six hours weekly	9 hours or more	16 hours or more	23 hours or more
Seven hours weekly	11 hours or more	18 hours or more	27 hours or more
Eight hours weekly	12 hours or more	22 hours or more	30 hours or more
Ten hours weekly (except the Preparatory English Courses)	15 hours or more	27 hours or more	39 hours or more
Preparatory English Courses	10 hours or more	15 hours or more	23 hours or more

2. Not receiving a warning regarding the absence hours does not exempt the student from being denied if his/her absence hours reach the maximum limit.



## Article 15

The College or Institute Council, or any other authorized body delegated by it, may remove the (DN) and grant permission for the student to take the final exam, provided that the student presents an excuse that is accepted by the Council. The University Council establishes the minimum attendance percentage of lectures, laboratory sessions, or training from the total contact hours of the course. This applies to all teaching methods, including in-person, online, or according to the teaching methods specified in the study plan.

### The Rule of Implementation for Article 15

If a student receives a grade of (DN) in a course due to the number of absences in the lectures and practical lessons specified for the course, whether these absences were excused or unexcused, then the (DN) cannot be removed, and the student cannot be allowed to take the final exam. However, the Vice President for Academic Affairs or their delegate may grant an exception to this rule based on the recommendations of the College Dean and the Dean of Student Affairs, in accordance with the procedures followed at the university.

## Article 16

A student has the option to withdraw for a level, semester, or year without being considered to have failed the courses. To do so, the student presents an acceptable excuse to the authorized body specified by the University Council, provided that the withdrawal period is counted within the period necessary to complete the graduation requirements. The conditions and procedures for implementing this by-law are determined by the rules of implementation, which provide further guidance on how the withdrawal process is carried out.

## The Rule of Implementation for Article 16

A student may withdraw for a semester or summer semester without being considered to have failed the courses, provided that the withdrawal period is counted within the period necessary to complete the graduation requirements, according to the following:

1. If the student completes the withdrawal request before the end of the second week of the regular semester (before the end of the first week of the summer semester), all registered courses will be dropped. This withdraw will not have any impact on the student's academic transcript.
2. If the student completes the withdrawal request after the end of the second week of the regular semester (after the end of the first week of the summer semester) but before the end of the eleventh week of the semester (before the end of the fifth week of the summer semester), all registered courses will be dropped. In this case, the student will receive a grade of (W) in the courses he/she were enrolled in. If the student had previously received a grade of (DN) in any course, the grade (DN) will remain unchanged.
3. A withdrawal request is not allowed after the end of the eleventh week of the regular semester (or the end of the fifth week of the summer semester), except for exceptional cases. The College Council may make an exception for such cases, provided that the request is made before the end of the thirteenth week.
4. A student is permitted to withdraw from a maximum of four consecutive or separate semesters, and the Deanship of Admission and Registration may make an exception based on the College's recommendation.

## Article 17

A student has the option to withdraw from one or more courses. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

## The Rule of Implementation for Article 17

1. If a student submits a request to withdraw from a course (drop a course) before the end of the second week of the semester (before the end of the first week of the summer semester), the course will be dropped without affecting the academic transcript.
2. If a student submits the request to withdraw from a course after the end of the second week of the semester (after the end of the first week of the summer semester) and before the end of the tenth week of the semester (before the end of the fifth week of the summer semester), the course will be dropped, and the student will be given a grade of Withdrawn (W). If the student received a grade of (DN) in any course, the grade remains unchanged.

## Article 18

A student has the option to request a deferral for an academic level, semester, or a full academic year for reasons that are accepted by the entity designated by the University Council. The conditions and procedures for requesting a deferral are outlined in the rules of implementation for this by-law.

## The Rule of Implementation for Article 18

1. A student is allowed to defer their studies for a maximum of four consecutive or non-consecutive semesters. The Deanship of Admission and Registration may make an exception when necessary, based on the College's recommendation.
2. A completed application for deferral must be submitted before the beginning of the semester.
3. The period of deferral not be counted towards the time required to complete the program and obtain the degree.
4. During the deferral period, the student's academic status will be marked as (postponed).

## Article 19

If a student discontinues studying for a period determined by the University Council without submitting a request for postponement or withdrawal, the student's enrollment will be cancelled. A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic transcript that have been obtained before the cancellation of the enrollment. The specific conditions and procedures for implementing this by-law are specified in the rules of implementation.

### The Rule of Implementation for Article 19

1. The University Council or any other body to which it delegates its authority has the authority to cancel a student's enrollment if the student discontinues studying for a semester without submitting a request for postponement or withdrawal.
2. In the event that a student's enrollment is cancelled, and he/she applies for re-enrollment, the Rules of Implementation for Article 21 shall apply.

## Article 20

A student who has been dismissed from the university for disciplinary reasons may only be eligible for re-enrollment after a period of three years from the issuance of the dismissal decision. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

### The Rule of Implementation for Article 20

The University Council has the authority to review the case of a student

who was dismissed from the university for disciplinary reasons and wishes to be re-enrolled, after at least three years from the issuance of the dismissal decision. The University Council has the option to establish a committee to evaluate the student's case and provide recommendations.

## Article 21

If a student has voluntarily withdrawn from the university, the student can apply for re-enrollment with the same ID number and academic transcript, provided he/she submit an excuse that is accepted by the authority designated by the University Council. The conditions and procedures for doing so are specified in the rules of implementation for this by-law.

## The Rule of Implementation for Article 21

1. The student may withdraw from the university according to the following regulations:
  - A. The student must submit a withdrawal request to the Deanship of Admission and Registration within the specified dates.
  - B. The student will receive a dropped grade (W) in the courses he/she registered for during the semester if a withdrawal request is submitted after the second week of the semester, and before the start of the final exams.
  - C. It is necessary to comply with the financial rules and regulations.
2. A student who has voluntarily withdrawn or had his/her enrollment canceled due to discontinuing the studies may apply to the college for re-enrollment with the same ID number and academic transcript. The following guidelines must be followed:
  - A. The student must apply for re-enrollment within four regular semesters from the date of enrollment cancelation.

- B. The re-enrollment request must receive approval from both The College Council and the relevant authorities.
- 3. If a student's enrollment has been cancelled for five or more semesters, the student can request to return to the university according to the following regulations:
  - A. The University Council must grant approval for the student to re-enroll after considering the reasons for the previous discontinuation.
  - B. If the student meets the admission requirements for the current semester, re-enrollment will be treated that of a new student. This means they will be assigned a new student ID number, and the old academic transcript will not be taken into consideration.
- 4. A student can be granted re-enrollment only once. The University Council or any other body to which it delegates its authority may make exceptions and approve a re-enrollment with the same ID number and academic transcript in exceptional cases when necessary.
- 5. The semesters in which a student's studies were discontinued are not counted within towards the period required to complete the graduation requirements.

## Article 22

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

- 1. If the student receives three consecutive warnings due to a decrease in the cumulative GPA required for graduation, as outlined to Articles (41) and (42) of this by-law. The University Council may give the student an additional opportunity to improve the cumulative average.
- 2. If the student fails to complete the graduation requirements within half of the period specified for graduation in addition to the program period as a maximum.

In exceptional cases, the University Council has the authority to provide students who fall under the above-mentioned paragraphs (1) or (2) an exceptional opportunity that does not exceed one academic year to complete their studies.

## **The Rule of Implementation for Article 22**

At the end of each semester, all cases are reviewed by the Academically Critical Cases Committee. This committee is formed by the Vice President for Academic Affairs and delegated to grant students additional opportunities according to the regulations governing this article.







## Chapter 6

# Transfer and Equalization

### Transfer and Equalization

#### Article 23

The transfer of a student from outside the University may be accepted after the approval of the Deanship of Admission and Registration under the following conditions:

1. The university or the educational institution where the student previously studied, whether inside or outside the Kingdom of Saudi Arabia, must hold a valid license by the relevant authority in the country of study.
2. The student must not have been dismissed from the university they were transferred from for disciplinary reasons.
3. The student must meet any additional transfer requirements determined by the University Council.

#### The Rule of Implementation for Article 23

The transfer of a student from outside the university may be accepted after the approval of the Deanship of Admission and Registration under the following conditions

1. The student's previous college or university must have been recommended by the Saudi Ministry of Education at the time of the study.
2. If it becomes evident after a student's transfer that he/she was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of their transfer to the university. No refund of course fees will be given.
3. The student must meet the admission requirements set by the university for incoming transfer students.

4. The student's cumulative GPA at the previous institution must be at least (2.00) out of (4.00) or (3.00) out of (5.00).

## Article 24

The College or Institute Council has the authority to evaluate and recognize a course or set of courses taken by a student outside the university based on recommendations from the Departments Councils that offer the equivalent courses, provided that these courses are similar or equivalent in syllabus and content. The equivalent courses will be recorded in the student's academic transcript. The University Council determines the regulations governing this process, including determining whether the grades earned in the recognized equivalent courses should be included in the student's Grade Point Average (GPA) calculation in the academic transcript.

## The Rule of Implementation for Article 24

The College Council has the authority to consider the equivalence of a course or group of courses taken by a student outside the university. This evaluation is based on recommendations from the Departments Councils that offer the equivalent courses, provided that these courses are similar or equivalent in syllabus and content. The equivalent courses will be recorded in the student's academic transcript under the following conditions:

1. A maximum of 45 credit units (beyond the PYP) can be considered for course equivalency.
2. The equivalent course must have been taught using the same language as the corresponding course being taught at PSU. The College Council may make an exception in certain cases if the student studied the course at a university outside the Kingdom.
3. For a course to be considered equivalent, the student must have achieved a minimum grade of (C) in that course.

4. The course must be at least 75% equivalent in terms of content and have the same number of study units and contact hours of the corresponding course taught at PSU.
5. The grades for the courses that are equated are not factored into the student's cumulative GPA. However, the equivalent courses must be recorded in their academic transcript, and the courses' credit hours are counted towards the hours required for graduation.

## Article 25

A student may transfer from one college to another within the university, from one department to another within the college, or from one academic program to another within the department in accordance with the regulations approved by the University Council or its delegates.

### The Rule of Implementation for Article 25

1. A student may transfer from one college to another within the university based on the recommendation of the academic advisor and approval from both College Deans concerned.
2. A student may transfer from one academic program to another within the college based on the recommendation of the academic advisor and the approval of both Department Chairs of the program they are transferring from and the program they are transferring to.
3. A student may transfer from one academic program to another within the same department based on the approval of the Department Chair.
4. The student must complete all the registered courses at the current level prior to transferring, following the rules of adding and dropping courses.

5. The transfer is officially recorded in the student's academic transcript at the beginning of the semester following the transfer request.

## Article 26

Courses that have been equated for transfer students from one college to another within the university, from one department to another within the college, and from one major to another within the department, will be recorded and calculated in their academic transcript according to the rules set by the University Council.

### The Rule of Implementation for Article 26

1. All courses that have been studied by a student who transferred from one college to another are recorded in their academic transcript including the grades and semester and cumulative GPAs obtained throughout their studies at the university.
2. Upon transferring, the student is required to abide by the program regulations he/she is transferred to regarding the previous requirements or the conditions for obtaining a certain grade in a course, and the College Council has the right to make an exception.

## Article 27

The University Council sets the rules and regulations for exempting students from studying a course or group of courses at a rate not exceeding 25% of the total units of the study plan. Students who are exempt from these courses will be given a grade (E).

## The Rule of Implementation for Article 27

To exempt a student from studying a course, the following steps must be followed:

1. The Department Council sets the rules and regulations for exempting the student from studying a course and submits them to the College Council, based on professional certificates, standardized tests, or others.
2. The College Council reviews and approves the exemption rules and regulations. Once approved, the College Council submits the decision to the Institutional Curricula Committee.
3. The Institutional Curricula Committee evaluates the approved exemption request from the College Council. If the committee approves the exemption, the decision is then forwarded to the University Council.
4. The University Council reviews and grants the final approval.



## Chapter 7

# Visiting Students and Student Exchange

### Visiting Students and Student Exchange

#### Article 28

With the approval of the student's college, a student may study one or more academic courses at another university, either within or outside the Kingdom, or at a branch of the University to which they belong without the need to transfer, provided that their studies coincide with the studies at their university or as a visiting student. These courses are considered equivalent and are recorded in the student's academic transcript. The University Council determines the rules governing this, including the possibility of calculating it within the student's GPA in their academic transcript.

#### The Rule of Implementation for Article 28

1. A student may study one or more academic courses at another university, either within or outside the Kingdom, after obtaining approval from their college, under the following rules:
  - A. The student must obtain approval from the Dean of the College based on the recommendation of the relevant department.
  - B. If the student intends to enroll in a university or college outside the Kingdom, it must be recommended by the Ministry of Education. However, the college has the right to make an exception to this requirement.
  - C. The courses that the visiting student plan to study must be equalized in accordance with the regulations for course equalization at the university, according to the specified regulations and the Rules of Implementation for Article 24 before approving his/her studies at another university.
  - D. If the university/college where the student intends to study is



located in Riyadh, a condition applies: the course they wish to study must not be offered at Prince Sultan University during that particular semester.

- E. The student cannot study the program requirements at another university or college. The Visiting Student Programs (Study Abroad) approved by the university are excluded from this condition.
- 2.** The university may accept a visiting student from outside the university to study one or more courses according to the following conditions:
- A. It is required to obtain the approval from the Dean of the College based on the recommendation of the concerned department.
  - B. The visiting student is subject to all the rules and regulations of Prince Sultan University.





## Chapter 8

# Exams

## Chapter 8

### Exams

#### Article 29

1. The University Council, upon receiving the recommendation of the College or Institute Council and the proposal of the Department Council to which the course belongs, determines the mechanism for calculating the semester work score, the final exam, and the assessment method according to the nature of the course.
2. Typically, a course has a final exam that is conducted once at the end of the semester. However, the University Council may make an exception according to the nature of the course, based on the recommendation of the College Council and the proposal of the Department Council.

#### The Rule of Implementation for Article 29

1. In general, the semester work score is calculated out of 60% of the total course score, while the final exam score is calculated out of 40% of the total course score. However, exceptions to this distribution can be made for any course based on the college's recommendation and the approval of the Vice President for Academic Affairs.
2. The course instructor is responsible for determining the assessment methods used in the course. The assessment methods must be approved by the department. The assessment methods should be specified in the course specification in accordance with the course learning outcomes.

## Article 30

The College or Institute Council is responsible for organizing the final exams in a manner that ensures smooth functionality of the educational process. The final exam score along with the overall score should be recorded within a period specified by the rules of implementation for this by-law.

### The Rule of Implementation for Article 30

1. The Deanship of Admission and Registration, in coordination with the colleges, schedules final exams and ensures that students are not scheduled in more than two exams per day, unless a student's specifically requests and receives approval of the Deanship of Admission and Registration after coordination with the concerned college and the Final Examinations Committee.
2. The student is not permitted to enter for the final exam if he/she arrives half an hour after the beginning of the exam, or if another student has already left the exam hall. Additionally, students are not allowed to leave the exam hall before an hour passed since the start of the exam.
3. All course instructors and students must adhere to the exam schedule prepared by the Deanship of Admission and Registration. However, it is possible to request a change in the final exam schedule for a course based on the proposal of the course instructor and the recommendation of the Department Chair for valid reasons. The Deanship of Admission and Registration may decide after the approval of the College Dean, considering that the proposed date should be during the final exams period.
4. Courses that do not require final exams according to their specification, the course instructor must give the students alternative tests or assignments according to the assessment methods stated in the course specification.
5. The final grade for a course must be recorded within a maximum

period of 48 hours from the time of the final exam in line with the approved academic calendar of the university and the last day for submission of all grades. The Deanship of Admission and Registration may make a written exception if needed.

6. The duration of the final exam is determined by the College Council, ensuring it is not less than two hours.
7. Modifying the grade or score of a course for one or more students is not possible without a clear and acceptable justification. Written approval from the College Dean is required based on a report from the course instructor and the recommendation of the Department Chair. In such cases, the matter is referred to the concerned committee, which in turn submits its recommendations to the Vice President for Academic Affairs for the final decision.

## Article 31

A student who is absent from a final examination will be given a zero score for that examination. Their grade in the course will be calculated based on the classwork score they obtained over the semester.

## Article 32

If a student is unable to attend a final examination in any course due to a compelling excuse, the College or Institute Council has the discretion to accept their excuse and allow them to take a make-up exam. The make-up exam must be taken prior to the end of the following semester or the following academic year of the college or institute that applies the academic year system. In such cases, the course grade will be altered based on the result of the make-up exam, or a Fail (F) grade will be recorded if they did not take the make-up exam.

## The Rule of Implementation for Article 32

1. The student is required submit a request for the make-up exam to the Deanship of Student Affairs within a period not exceeding five days after the exam day, unless there is a compelling excuse that requires more than five days.
2. Based on what was submitted by the College Council, the Deanship of Student Affairs submits all applications to the relevant committee formed by the Vice President for Academic Affairs.
3. If the make-up exam request is approved, the course instructor then prepares and holds the make-up exam no later than the end of the next semester unless the students has withdrawn or postponed the semester.
4. After the make-up exam, the course's instructor submits a grade alteration request form based on the exam result. The grade shall be approved by the Department Chair and the College's Dean before submitting it to the Deanship of Admission and Registration.
5. If the make-up exam is not taken during the following semester as scheduled, the student will receive a score of zero on that exam, and their grade in that academic course will be calculated based on the classwork score that they obtained over the semester.

## Article 33

According to the recommendations made by the course instructor, the Department Council that offers the course has the authority to permit a student to complete the requirements of any course in a subsequent semester, next academic level, or the following academic year for colleges or institutes that apply the full academic year. When such permission is granted, an Incomplete (IC) grade is recorded in the student's academic transcript. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA unless the requirements for that course have been completed. If the period referred to in this article has passed and the Incomplete

(IC) grade has not been changed in the student record due to their failure to complete it, it will be changed to a grade of Fail (F) and will be included in the calculation of the semester and cumulative GPAs.

## The Rule of Implementation for Article 33

1. After assessing the student's situation, the course's instructor has the authority to recommend assigning an Incomplete (IC) grade to the student after specifying the scope of work and the time necessary to complete the course requirements.
2. The student is expected to complete the course requirements by the end of the following semester. Exceptions may be made in the following cases:
  - A. Students who are registered in the cooperative program may be granted an extended period to complete the incomplete courses.
  - B. Students who have an Incomplete (IC) grade before registering for the cooperative program course may be allowed to complete the incomplete courses within a maximum period of one semester after completion of the cooperative program.
3. If the instructor does not change the Incomplete (IC) grade within the specified period, the responsibility for changing the grade to Fail (F) falls upon the Deanship of Admission and Registration. The Deanship will inform both the student and the Department Chairperson.
4. No student is allowed to register for a course if they have obtained an Incomplete (IC) grade in this course in the previous semester.
5. Having an Incomplete (IC) grade during a particular semester results in the student's general grade being listed as "pending", which includes being pending to be included in the Dean's list.
6. In addition to the previously mentioned points, it is not allowed for a student to register for a course if they have obtained an Incomplete (IC) grade in its prerequisite course (unless approved by the Department Chair of the registered course).



## Article 34

In the case of a research-based course that extends beyond a single semester, the student will receive a grade of In-Progress (IP). Once the student finishes the course and fulfills all the necessary requirements, they will receive the final grade they have earned. However, if the student fails to complete the course within the specified time, the Department Council responsible for the course may approve assigning an Incomplete (IC) grade to the student's transcript for that course.

### The Rule of Implementation for Article 34

1. The course instructor, after specifying the scope of work and the time necessary to complete the course requirements, will recommend assigning an In-Progress (IP) grade to the student.
2. Once the student completes the course, the course instructor will change the student's grade and assign the final grade which must be approved by the Department Chair and the College Dean before being submitted to the Deanship of Admission and Registration.
3. Having In-Progress (IP) grade during a particular semester results in having the student's general grade as "pending", which includes being pending to be included in the Dean's list.
4. If the student is unable to complete the course in the specified time, the Department Council that teaches the course may assign an Incomplete grade (IC), and the rules of Article 33 regarding the Incomplete (IC) grade shall be applied.

## Article 35

The University Council, based on the recommendation of the Council of the College or Institute that follows the full academic year system, may determine the number of failed course units in which a student can re-take the final exam (second round) for the course they failed.

## Article 36

A student has the right to appeal the final grade of a course within a period not exceeding 15 days from the date of the approval of the final result. The rules of implementation of these by-laws specify the mechanism and procedures for appealing the final result.

### The Rule of Implementation for Article 36

1. A Student may appeal the final examination score of a course by completing a form for re-grading the final exam. The form should be submitted to the Deanship of Student Affairs, provided the following conditions are met:
  - A. The application for re-grading must be submitted within a period not exceeding 15 days from the date from the approval of the final result according to the specified form.
  - B. The student must not have previously submitted two requests for re-grading final exams for courses they had previously studied at the university, where it was determined that the initial grading was correct or resulted in no change of grades.
2. If the student fulfills these conditions, the Deanship of Student Affairs (within two working days) transfers the application to the College Dean responsible for teaching the course, who will then transfer it to the Chair of the relevant department, according to the following rules:
  - A. The Department Chair must ensure the grading is precise and that grades are accurately recorded. If it is determined that the grades were recorded inaccurately, the grade must be modified, and it will not be counted towards the number of re-grading requests.
  - B. If the grades are recorded correctly, and the student is still dissatisfied with the grade, the Department Chair will ask the course instructor for the student's final exam sheet and the answer sheet. Then, the Department Chair will present them to the student for comparison. If the student is convinced of the

grading, they will sign the form of agreement, and the request will be preserved. This request shall be counted among the number of requests for re-grading. After that, the Department Chair will submit the form containing the preservation of the request for re-grading to the College Dean, who will then submit it to the Dean of Student Affairs.

- C. If the student is not convinced of the course instructor's grading, the Department Chair must form a committee consisting of two instructors specialize in the topics covered in the course. The committee members cannot include the course instructor. This committee will re-grade the student's answer sheet, and the grade will be determined based on the relevant form.
  - D. If the Department Chair, Vice Dean, or the Dean teaches the course, the Vice Dean, Dean, or Vice President for Academic Affairs, respectively will be responsible for the above points.
  - E. The committee will submit the result of the re-grading to the Department Chair or the responsible person as stated above, containing the decision on whether to amend the student's grade or to reject the appeal form submitted by the student. Then, the Department Chair must submit the form that includes the re-grading result to the College Dean.
  - F. The Dean of the concerned college will inform the Dean of Student Affairs of the result, whether it was to reserve or to reject the appeal, or to modify the grade, along with a copy of the original application form submitted by the student and this decision must be considered final. The grade will only be modified if the result of the re-grading will change the student's grade or result in passing the course.
  - G. The Deanship of Student Affairs will notify the student of the result of their application and monitor on the number of re-grading times for all students to ensure that the number of reserved and rejected appeal cases does not exceed two times.
- 3.** If the committee's decision is to alter the grade, the student's grade will be modified directly according to the mechanism used for grade alteration.

4. In the case of written midterm exams, each College Council will set special rules for re-grading approved by the Vice President for Academic Affairs, considering that students may use their right to appeal as long as it is done before the start of the final exams period.



## Chapter 9

# Grades

## Chapter 9

### Grades

#### Article 37

The general grade of the grade point average (GPA) at the time of the student's graduation is based on their cumulative GPA and is 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 Rule of Implementation for Article 37

The general grade is calculated on the basis of a cumulative GPA out of (4.00) as follows:

1. (Excellent): If the cumulative GPA is not less than 3.50 out of 4.00.
2. (Very good): If the cumulative GPA is from 2.75 to less than 3.50 out of 4.00.
3. (Good): If the cumulative GPA is from 2.00 to less than 2.75 out of 4.00.

## Article 38

The student's grades for each course are calculated according to Appendix (1) of this by-law.

## Article 39

Honors degree:

1. First-class 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 their graduation, and second-class 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 their graduation.
2. The student who is eligible for first- or second-class honors must meet the following criteria:
  - A. The student must not have failed any course completed at the University or any other university. This also includes visiting and transferred student.
  - B. The student must have completed all graduation requirements by the median time between the maximum and minimum limits for completing the degree program, as a maximum.
  - C. The student must have completed 60% or more of the graduation requirements at the university from which they are graduating.

## The Rule of Implementation for Article 39

1. First-class honors are granted to the student who has earned a cumulative GPA between 3.75 and 4.00 at the time of their graduation, and second-class honors are granted to the student who has earned a cumulative GPA from 3.25 to less than 3.75 (out of 4.00) at the time of their graduation.

2. The student who is eligible for first- or second-class honors must meet the following criteria:
  - A. The student must not have failed any course completed at the university or any other university. This also includes visiting and transferred student.
  - B. The student must have completed all graduation requirements by the median time between the maximum and minimum limits for completing the degree program, as a maximum.
  - C. The student must have completed 60% or more of the graduation requirements at the university from which they are graduating

## Article 40

The University Council may present a different grading system after the approval of the Council for Universities Affairs.





## Chapter 10

# Graduate and Learning Outcomes

### Graduate and Learning Outcomes

#### Article 41

A student is eligible to graduate upon successfully completing all graduation requirements according to the academic system and study plan approved by the University Council, provided that their cumulative GPA is not less than the graduation GPA determined as set by the University Council. For each major, and in all cases, it must not be less than a “Pass” grade.

#### The Rule of Implementation for Article 41

1. A student is eligible to graduate if they have achieved a cumulative GPA of no less than (2.00) out of (4.00) and a major GPA not less than (2.00) out of (4.00).
2. During the semester, the Deanship of Admission and Registration is responsible for submitting the lists of students expected to graduate at the end of the semester to the University Council (or its delegate) for approval, provided that the graduation requirements must be successfully completed according to the academic system and study plan approved by the University Council.
3. At the end of each semester, the Deanship of Admission and Registration presents the lists of the students who have completed the graduation requirements to the University Council (or its delegate) for briefing.
4. The Deanship of Admission and Registration is responsible for preparing and issuing the graduation certificates to students who have successfully completed the graduation requirements at the end of each semester. However, before receiving the graduation certificate, students must complete the necessary clearance procedures.

## Article 42

Based on the recommendations of the concerned Department Council, the College Council may determine the suitable courses for the student to raise their cumulative GPA if they have successfully completed academic courses but failed in the GPA.

### The Rule of Implementation for Article 42

1. The Deanship of Admission and Registration sets the by-law governing the recalculation of the cumulative GPA if the student has successfully completed academic courses but has failed to meet the required GPA as shown in (Appendix No. 3).
2. Once the graduation certificate is issued, no changes to academic transcripts are allowed under any circumstances.
3. In situations where the cumulative GPA or major GPA falls below the required GPA for graduation, and if the student fulfills the terms mentioned in Article 10 and its implementation rules, they can be granted an intermediate or advanced diploma according to the specified rules.
4. Upon the recommendation of the College, if the cumulative GPA or major GPA is lower than the required GPA for graduation, the student may study additional courses outside of the study plan or re-take some courses in the study plan in which the student had previously succeeded, in order to raise their GPA without prejudice to the rule mentioned in Article 13.

## Article 43

The university is committed to applying practices that ensure the quality of the teaching and learning process.

## **The Rule of Implementation for Article 43**

The Deanship of Development and Quality Assurance monitors the educational process and its quality in accordance with the requirements of the university system. Additionally, it prepares annual reports to be referred to when making decisions about the quality and continuity of academic programs.

## **Article 44**

The university works to raise the efficiency level and enhance students' skills before graduation, in order to ensure their distinction and that they are competitors in the labor market.



## **Chapter 11**

# **General Rules**

## Chapter 11

### General Rules

#### Article 45

The University Council has the authority to modify the duration of the academic semester, the summer semester, the academic level, the summer level, and the full academic year specified in Article 1 of this by-law. However, any changes made require the prior approval of the Universities Affairs Council or its authorized delegate.

#### Article 46

Subject to the provisions of this by-law and the university's admission terms and conditions, the university has the discretion to admit students who have earned a high school certificate or its equivalent more than five years, if they present compelling reasons. In such cases, the university reserves the right to require them to pay tuition fees for admission, in accordance with the regulations set by the Universities Affairs Council.

#### The Rule of Implementation for Article 46

Subject to the provisions of this by-law and the university's admission terms and conditions, the university has the discretion to admit students who has earned a high school certificate or its equivalent more than five years, after the approval of the Dean of Admissions and Registration and if they present compelling reasons.

## Article 47

Considering the decisions issued by the Universities Affairs Council, and based on the College Council's recommendation, the University Council has the authority to grant approval for a joint program between the university and an educational institution located outside the Kingdom. This approval is contingent upon certain criteria being met. Firstly, the educational institution outside the Kingdom must hold a valid license by the competent authority in the country of study. Furthermore, the joint program must have earned program accreditation from one of the international accreditation commissions approved by the Education and Training Evaluation Commission. The Universities Affairs Council may set the regulations and procedures for this.

## Article 48

The University Council may set terms, conditions, and procedures for attracting talented, distinguished, creative, and innovative students.

### The Rule of Implementation for Article 48

The Scholarship Office at the university takes the responsibility of drafting a recommendation letter on the terms, conditions, and procedures necessary to attract talented, distinguished, and creative and innovative students in their respective fields and submit it to the University Council for approval.

## Article 49

Considering what is issued by the competent authorities, the university has the authority to offer high school students the opportunity to study or attend some general academic courses in the university. However, the specific terms and conditions for this rule are determined by the University Council.

## **The Rule of Implementation for Article 49**

An application from a high school student to study one or more courses can be accepted at the university. The terms and regulations of the visiting student mentioned in the Rules of Implementation for Article 28 must be applied.

## **Article 50**

Considering the rules, by-laws, and decisions, the council of each university approves the students code of conduct and disciplinary rules in the university.

## **Article 51**

The council of each university approves the rules of implementation of this by-law.

## **Article 52**

The Universities Affairs Council may interpret this by-law.

## **Article 53**

This by-law replaces the Undergraduate Study and Examinations By-Law, amended by Higher Education Council Resolution No. (13/27/1423) dated 11/2/1423 H, and cancels any provisions that may conflict with it.

## **Article 54**

This by-law shall be effective starting from the beginning of the academic year 1444 H.



# Appendices

## Appendix (1)

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

GPA (out of 4.0)	GPA (out of 5.0)	Code in English	Grade in English	Percentage
4.00	5.00	A+	Exceptional	100 – 95
3.75	4.75	A	Excellent	95 – 90
3.50	4.50	B+	Superior	90 – 85
3.00	4.00	B	Very Good	85 – 80
2.50	3.50	C+	Above Average	80 – 75
2.00	3.00	C	Good	75 – 70
1.50	2.50	D+	High Pass	70 – 65
1.00	2.00	D	Pass	65 – 60
0.00	1.00	F	Fail	Less than 60
-	-	IP	In-Progress	-
-	-	IC	Incomplete	-
0	1.0	DN	Denial	-
-	-	NP	No Grade – Pass	60 and more
-	-	NF	No Grade – Fail	Less than 60
-	-	W	Withdrawn	-
-	-	E	Exempted	-

## Appendix (2)

### Terms and Phrases Used at Prince Sultan University

**Promotion Examination:** Examinations that are held at the university for candidates according to the approved criteria.

**Cooperative Training Program (COOP):** Ten credit hours of practical training in a student's field of specialization that is required by some university programs.

**Summer Training Program:** Three credit hours of practical training in a student's field of specialization that is required by some university programs, each credit hour is equivalent to (100) working hours.

**Preparatory year:** A program that new students enroll in, which aims to prepare them for the undergraduate level. The duration of the program ranges from one to three semesters.

**Major GPA:** The average of grades earned in the major courses, as well as in the other accredited courses. The major GPA is computed on the basis of the last grade earned by the student in the course.

**Institutional Committee for Curricula and Study Plans:** A permanent committee formed by a decision of the University President based on the recommendation of the Vice President for Academic Affairs, headed by him and with the membership of a representative from each college. The committee is specialized in studying and supervising the development of curricula and study plans.

## Appendix (3)

### GPA Recalculation Rules

1. The cumulative GPA recalculation may be applied if the student successfully completes all the courses required to earn the academic degree with a cumulative GPA or major GPA that is less than the GPA required for graduation, provided that their cumulative GPA after recalculation does not exceed (2.00) out of (4.00), according to the GPA recalculation mechanism shown below:
  1. To exclude any previous grade for a course the student took, they must have successfully restudied the course and earned a Pass (D) or High Pass (D+) grade.
  2. The following grades may be excluded: Fail (F) or Denial (DN), Pass (D), or High Pass (D+). These grades are excluded by reducing the curriculum credits from the total credits used to calculate the student's cumulative average and reducing the assessment points from the total points used to calculate the student's cumulative average.
  3. The total number of curriculum credits allowed to be excluded from the cumulative GPA calculation shall not exceed twenty-four credit hours.
  4. The academic transcript must include all the grades of the courses the student has taken, and the grade they have earned each time.
  5. A special reference shall be made in the academic transcript to distinguish the courses excluded from the calculation of the cumulative average. The academic transcript shall indicate the cumulative average after excluding the grades of the restudied courses.
2. The rules for recalculating the cumulative GPA shall be applied on the courses that the student restudied at Prince Sultan University.
3. Re-calculation rules of the major GPA: the major GPA is calculated based on the highest grade achieved by the student in eight different courses according to the list of courses determined by the college for each major in addition to the grade of the cooperative training program (COOP) or the summer training program (Internship).





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