

KINGDOM OF SAUDI ARABIA  
Ministry of Higher Education  
NAJRAN UNIVERSITY



# Rules and Regulations of Undergraduate Study and Examinations



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## Definitions

### Article 1

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

Final Examination Score:	the score attained by a student in the final examination for each course.
Final Score:	the total sum of the class work score plus the final examination score for each course out of a total grade of 100.
Course Grade:	a percentage, or alphabetical letter, assigned indicating the final grade received in a course.
Incomplete Grade:	a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).
In-Progress Grade:	a provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).
Semester GPA:	the total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade point in each course.
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.
Minimum Course load:	the minimum number of credit hours a student can register determined by his/her academic status, and in accordance with the University Council decisions.

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## **Admission of prospective Students**

### **Article 2**

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

### **Article 3**

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

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

### **Najran University Executive Rules**

The admission requirements for freshmen:

1. The student should hold a general Saudi secondary school (high school) certificate or its equivalent from within Saudi Arabia or from other countries.

2. He/she should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application; and the Rector has the authority to exclude in case of convincing reasons.
3. He/she must have a record of good reputation and behavior.
4. He/she should pass any aptitude exam or interview.
5. Being physically fit.
6. He/she must obtain the approval of his/her employer in case of being employee in government or private agency.
7. He/she should satisfy other conditions stipulated and announced by the NU Council at the time of application.
8. The student should not have been dismissed from any other university for disciplinary or academic reasons.

#### **Article 4**

Selection from among applicants, who satisfy all the admission requirements, is based on their grades in secondary school examinations, as well as the results of the interviews and the admission examinations, if any.

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***STUDYSYSTEM***

#### **Article 5**

Undergraduate study follows the academic level system.

Undergraduate study comprises a minimum of eight levels.

The duration of an academic level is one semester.

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

#### **Article 6**

Studying in some colleges may be on a full academic year basis, according to the rules and procedures approved by the University Council. An academic year comprises two levels.

## **Najran University Executive Rules**

The study may be conducted in some colleges on the basis of the full academic year according to the regulations and procedures stipulated in the bylaw after replacing the term "academic semester" with "academic year", where the regulations and procedures should be consistent with the following:

1. The courses must be taught through a full academic year, not less than 30 weeks, where the regularly scheduled times for registration and final examinations are not considered as part of the duration of the academic year.
2. A final exam is conducted for each course at the end of the academic year, but the final exam can be conducted for the practical and clinical courses that are related to training at the end of the training period.
3. Two weeks before starting the academic year, an exam (second attempt) is conducted for students who failed in some courses, whose number of hours are determined by the college council. Those students who succeed in that exam (second attempt) get (D2): pass grade, instead of his past grade (F).
4. The students who fail in courses, in the first final exam, which are more than no. of courses determined by the college council, are not allowed to take the second final exam (second attempt) and restudy only the courses in which he failed.
5. The students who restudy the courses in which they failed are allowed to study another courses from the next academic year according to regulations of the college council.
6. The students can register for courses for two consecutive years.

### ***ACADEMIC LEVEL SYSTEM***

#### **Article 7**

According to the academic level system, the academic year is divided into

two regular semesters and, if available, one summer session that is usually half of the time period of a regular semester. The degree requirements necessary for graduation are distributed across different levels, according to the degree plan approved by the University Council.

### **Article 8**

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

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

### **Najran University Executive Rules: The Regulations of Transferring from One Level to Another**

#### **Article 8-1**

The minimum academic load of the student is (12) credit hours and the maximum is (20) credit hours depending on GPA. The rector has the authority to increase the academic load to (24) credit hours for the students expected to graduate.

## **Article 8-2**

The student can register online (if he/she is not academically disqualified) before the start of each semester, according to the perfect plan of his/her study program to start with lower levels and based on his/her study situation, provided that:

- a. The academic load of the student depends on his GPA (not less than the minimum, i.e. (12) credit hours).
- b. There must be no opposition in the student schedule of classes.

## **Article 8-3**

The primary registration is dropped for the students, who didn't confirm their registration in the first week of the semester (or the summer semester).

## **Article 8-4**

The student is allowed to modify his/her registration of courses via the e-portal through adding and dropping of courses in the first week of the semester (or the summer semester) and dropping of all or some courses in the first two weeks of the semester, based on the following requirements:

### **First: Requirements of dropping:**

- a. The credit hours must not be less than the minimum i.e. (12) credit hours.
- b. The student is not allowed drop a course that is a prerequisite for another course (studied in the same semester), but he/she can drop the two courses together.

### **Secondly: Requirements of adding:**

- a. There must be no opposition in the student schedule.
- b. The course must be involved in the study plan.
- c. The desired section admits extra students.

- d. No prerequisite.
- e. Adding of courses must not exceed the maximum credit hours according to GPA.

## ***ATTENDANCE AND WITHDRAWAL***

### **Article 9**

A regular student is required to attend lectures and laboratory sessions. If his/her attendance is less than the limit determined by the University Council - 75% - of the lectures and laboratory sessions assigned for each course, the student will be barred from continuing the course and will be denied entrance to the respective final examination. A student who is denied entrance to the examination due to absences is considered to have failed that course and is given the grade **DN** in the course.

### **Najran University Executive Rules**

The regular student must attend the lectures. He/She shall be denied from the final examination if the percentage of attendance is less than the percentage fixed by the University Council, provided it is not less than (75%) of the lectures or clinical lessons for each course during the semester. The student who is denied, because of absence, is considered Fail in the course, and will be graded Denial (DN). List of denied students is approved by College Council.

The College Council or whatever body it delegates its authority to, may exempt a denied student from the provisions of attendance and allow him/her to take the examination, provided that the student presents an acceptable excuse to the council. The University Council determines the percentage of attendance, which must not be less than 50 percent of the lectures and laboratory sessions specified for the course.

### **Najran University Executive Rules**

The College Council (offering the course) or whoever it delegates may,

exceptionally, drop denial and allow the students for entering the examination, provided s/he will give an acceptable excuse to the council, provided the percentage of absence shall not be less than (50%) of the lectures of the course.

### **Article 11**

A student who is absent for a final examination, will be given a zero grade for that examination. His/Her grade in the course will be calculated on the basis of the class work score he/she obtained over the semester.

### **Article 12**

If a student fails to attend a final examination in any course but offers a compelling excuse, the College Council may choose to accept his/her excuse and allow him/her to take a make-up examination. The make-up examination must be taken prior to the end of the following semester. In such cases, the course grade will be given to the student after the make-up examination.

### **Article 13**

A student may withdraw from the University for a semester, without his/her being considered as having failed the courses, if he/she presents an acceptable excuse to the authorized body specified by the University Council at least five weeks prior to the beginning of the final examinations. Under exceptional circumstances, the University Council may extend the permitted deadline for withdrawal and assign a **W** grade to the student. This semester will be included in the period required for completion of the program degree.

## **Najran University Executive Rules**

### **Article 13-a-1**

The student may withdraw from the semester without being considered as Fail if he/ she provides an acceptable excuse at least five weeks prior to the beginning of the final exams. The students of the colleges that adopt the yearly system may withdraw before at least eight weeks from the beginning of the final exams. The students of the short courses may withdraw before the beginning of the

examinations, equivalent to one third of the duration of the course. All these cases apply via the e-portal. If the College Dean does not decide in the assigned time, the withdrawal is implemented automatically. In the case of extreme necessity, University Rector can make exceptions for these periods. The grade (W) shall be given to the student. This semester will be computed as part of the time required to complete the requirements of graduation.

### **Article 13-a-2**

Withdrawal shall not exceed two consecutive or three non-consecutive semesters. As for the students of the colleges that adopt the yearly system, they may not withdraw for two consecutive years. Years of withdrawal should not exceed two non-consecutive academic years throughout the study in the university, after that period, the student's enrollment is cancelled. University Rector can make exceptions.

### **Article 13-b**

A student may excuse for studying a course in a semester provided that not exceeding the minimum academic load. A student may excuse for studying courses while staying in the university maximum five times. The student is not considered as Fail if he/ she applies for excusing for a course at least five weeks prior to the beginning of the final exams. Students of colleges that adopt yearly system can apply for excuse at least eight weeks prior to the final exams (according to the times of excuse for a semester). In all of these cases, College Dean makes his decision in 3 days after applying for excuse via the e-portal. If the College Dean does not decide in the assigned time, the excuse is implemented automatically. In the case of extreme necessity, University Rector can make exceptions before the beginning of the final examination of general preparation courses. After implementing the conditions of dropping the course, the grade (W) shall be given to the student.

## ***POSTPONEMENT AND INTERRUPTION OF STUDIES***

### **Article 14**

A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive regular semesters or three nonconsecutive regular semesters as maximum during his/her study at the University; otherwise, he/she will be dismissed from the University. The University Council may make exceptions when it deems necessary. The postponed period is not included in the period required for completion of the program degree.

### **Najran University Executive Rules**

The student may apply for deferment of study before the end of the first week via e-portal according to the following regulations:

1. Duration of deferment should not exceed two consecutive semesters or three non-consecutive semesters.
2. Duration of deferment should not be for two consecutive years for students whose colleges apply the system of academic year, and should not exceed, as a maximum, two non-consecutive years while studying in the university. After that, his/her registration shall be canceled. The University Council may make exceptions if necessary.

The period of deferment shall not be computed as part of the required period for completing the requirements of graduation. College Dean makes his decision in 3 days after applying for deferment via the e-portal. If the College Dean does not decide in the assigned time, the deferment is implemented automatically.

### **Article 15**

If a regular student interrupts his/her studies without submitting a postponement application, he/she will be dismissed from the University. The University Council also may dismiss a student if he/she interrupts his/her studies

for a period less than one semester.

### **Article 16**

A student is not considered to have interrupted his/her studies during those semesters when he/she is a visiting student at another university.

## ***RE-ENROLLMENT***

### **Article 17**

A student whose enrollment is cancelled may apply for re-enrollment using the same university ID number and academic record he/she had before cancellation of his/her enrollment, according to the following regulations:

- a. He/She must apply for re-enrollment within five regular semesters from the date of dismissal.
- b. The College Council and the authorities concerned must approve the re-enrollment.
- c. If five or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfills all the admission requirements announced at the time of application.
- d. A student can be granted re-enrollment only once. The University Council may make exceptions when it deems necessary.
- e. A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrollment.

### **Najran University Executive Rules**

The student whose registration has been canceled may apply for re-enrollment with his academic number and record before discontinuation according to the following regulations:

- The student can apply for re-enrollment within four semesters (or two academic years for colleges that apply the academic year system) from

cancellation date of enrollment.

- The concerned College Council and the relevant authorities approve the re-enrollment of the student.
- If four semesters or more lapse after student's enrollment (or two academic years for colleges that apply the academic year system), she/ he can apply for the university as a fresh student without reference to his previous academic record, provided all declared admission requirements apply to the applicant. The University Council has the right to make exceptions according to the following regulations:
  - a. The College Council approves the re-enrollment of the student, after considering the causes of withdrawal, provided that the student may re-study some courses studied before discontinuation according to the recommendation of the concerned department.
  - b. His/her discontinuation is not more than four semesters, unless he/she proved practicing work or a study related to his/her specialization.
  - c. The student is not academically probated.
  - d. The student finished minimum (25%) of graduation requirements.
- The student may not be re-enrolled more than once. University Council has the right to make exceptions, if necessary.
- The student whose enrollment is cancelled may not be re-enrolled if he/she is academically or disciplinary disqualified.

### **Article 18**

A student who has been dismissed from the University for academic or disciplinary reasons, or who has been dismissed from another university for disciplinary reasons, will not be granted readmission. If it becomes evident after admission that he/she was dismissed for such reasons, his/her readmission is considered canceled from the date of readmission.

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## ***GRADUATION***

### **Article 19**

A student graduates after successfully completing all graduation requirements according to the degree plan, provided that his/her cumulative GPA is not less than pass. If the student has passed the required courses but his/her cumulative GPA is low, the College Council, on the basis of the recommendations of the council of the department concerned, is entitled to specify the appropriate courses that the student must complete in order to improve his/her GPA.

### **Najran University Executive Rules**

#### **Article 19-1**

The student must successfully complete all graduation requirements prescribed by the college and must meet the minimum grade requirement of 2.00 GPA (on a scale of 5). In case that the student succeeded in the given courses and simultaneously failed in the GPA, the college council, based on the department council, authorized to determine appropriate courses the student studies in order to improve and increase his GPA.

#### **Article 19-2**

The student is considered graduated after the approval of the University Council.

#### **Article 19-3**

- a. The students who get the grade of (Incomplete) – IC in the last academic level must complete the requirements; and the last semester in the student transcript is considered his graduation semester.

- b. Finishing the field training is a requirement for students whose study plans include field training and the University Council must grant their scientific degree at the end of the semester in which they finish their field training. "The student completed the requirement of field training during this semester" must be written in the student transcript.

#### **Article 19-4**

Reissuance of a lost document or graduation certificate:

- a. The student should apply for reissuing a lost certificate after four weeks from announcing, in the University magazine or any regional journal, that he lost his certificate.
- b. Every document or certificate reissued must be stamped with "Reissuing for a lost certificate".

### ***DISMISSAL FROM THE UNIVERSITY***

#### **Article 20**

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

- a. The student receives a maximum of three consecutive academic probations for having a cumulative GPA lower than 2.00 out of 5.00, or 1.00 out of 4.00. Based on the recommendations of the College Council, the University Council may grant a fourth chance to a student who can improve his/her cumulative GPA by studying the courses available.
- b. A student fails to complete the graduation requirements within a maximum additional period, equal to one-half of the period determined for his/her graduation in the original program period. The University Council may make an exception and award the student the opportunity to complete the graduation

requirements within an additional period of a maximum duration equal to that specified for graduation.

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

### **Najran University Executive Rules**

The student shall be disqualified from the university in the following cases:

1. If he/she has gotten three consecutive probations, because of his/her CGPA is less than the fixed rate (2.00). He/she may be given a fourth chance to raise their GPAs by obtaining (45 points of studying 15 units) to be automatically computed. University Rector can make exceptions.
2. If he/she does not complete the requirements of graduation within half the period for graduation in addition to the duration of the program. The University Council may give an exceptional for the student to complete the requirements of graduation within a period that should not exceed double the period fixed for graduation, according to the following:
  - a. The cause of low-achievement is acceptable to the College Council.
  - b. There is an improvement in his/her performance in the last two semesters, with a CGPA not less than (2.00) out of (5.00), not including the summer semester. University Rector can make exceptions.

### ***STUDY BY AFFILIATION***

#### **Article 21**

Based on the recommendation of the colleges, the University Council may accept the principle of studying by affiliation in some colleges and specializations that allow this option. The University Council sets the rules and

procedures for affiliation according to the following regulations:

- a. The credit hours required for the graduation of an associate student must not be less than the credit hours required of a regular student.
- b. The associate student will be treated, with regard to admission, grading, transfer, dismissal, and re-enrollment, in exactly the same manner as a regular student, except for class attendance.
- c. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- d. The student's transcript, graduation certificate, and degree must indicate that the student studied by affiliation.

## ***FINAL EXAMINATION PROCEDURES***

### **Article 22**

Based on the recommendations of the department council that offers the course, the College Council will decide the class work score, which must not be less than 30 percent of the final course grade.

### **Article 23**

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

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

### **Najran University Executive Rules**

The scores of mid-term exams are determined to be ranged from (40%) to (50%) of the final score of the courses taught in the college based on the Dep. council and College council.

### **Article 24**

Based on the recommendations of the department council concerned, the College Council is entitled to permit the inclusion of practical or oral tests in the final examination of any course and to specify the proportion of the final score for the course that is assigned to these tests.

### **Najran University Executive Rules**

1. Course's instructor is committed to the midterm scores defined by College Council.
2. Course's instructor is committed to announcing the distribution of midterm scores to students at the beginning of each semester according to the course's specifications and time of the final exams.
3. Course's instructor is committed to allowing students to brief on their scripts of the midterm exams after announcing the result and comparing their answers to the model answer.

4. Course's instructor announces results of the midterm exams within two weeks of conducting the exam. He is also committed to announcing the detailed result of other course midterm before the start of final exams.
5. The student may object to the score of the midterm exam within a week of briefing on his/her exam paper. In case of inconvenience of the instructor's reply, the student reports his objection to head of department (or vice-dean for academic affairs if the head of department is the course's instructor) to consider reevaluating student's answer and assigning the appropriate faculty member within a week of submitting the request. In this case, the decision is final.

#### **Article 25**

Based on the recommendations of the course instructor, the department council that offers the course may allow a student to complete the requirements of any course in the following semester. In such a case, an IC grade is recorded in the student's academic record. The student's grade in the course will not be included in the calculation of the semester or cumulative GPA until he/she completes the course requirements and earns a grade. If the IC grade is not changed in the academic record after the lapse of one semester because the student does not complete the course, the IC status will be automatically changed to an F grade and will be included in the calculation of the semester and cumulative GPAs.

#### **Article 26**

Courses that involve symposia and/or research or courses of a practical or field work nature may be excluded from part or all of the rules in Articles 22, 23, and 24, based on a decision made by the College Council and the recommendation of the department council teaching the course. The College Council may specify alternate ways to evaluate student achievement in such

courses.

### **Article 27**

If courses of a research nature require more than one semester to complete, the grade of IP is assigned to the student. After the completion of the course, the student will be given the grade he/she has earned. If he/she fails to complete the course within the specified time, the department council that offers the course may approve assigning an IC grade to the student's record for this course

### **Article 28**

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

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

### **Najran University Executive Rules**

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

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

### **Article 29**

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

1. Excellent—if the cumulative GPA is no less than 4.50 out of 5.00, or 3.50 out of 4.00.
2. Very good—if the cumulative GPA is 3.75 or higher but less than 4.50 (out of 5.0) , 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 5.0) , 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).

### **Najran University Executive Rules**

On graduation, the grading system of GPA of students is indicated as follows:

1. GPA is not less than (4.50). (Exceptional)
2. GPA is from (3.75) to less than (4.50). (Very good)
3. GPA is from (2.75) to less than (3.75). (Good)

4. GPA is from (2.00) to less than (2.75). (Pass)

### **Article 30**

First honors are granted to the student who has earned a cumulative GPA between 4.75 and 5.00 (out of 5.00) or between 3.75 and 4.00 (out of 4.00) at the time of his/her graduation. Second honors are granted to the student who has earned a cumulative GPA of 4.25 or higher but less than 4.75 (out of 5.00), or 3.25 or higher but less than 3.75 (out of 4.00) at the time of his/her graduation. The student who is eligible for first or second honors also must meet the following criteria:

- a. He/She must not have failed any course completed at the University or any other university.
- b. He/She must have completed all graduation requirements within a specified period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree program.
- c. He/She must have completed 60 percent or more of the graduation requirements at the university from which he/she is graduating.

### **Najran University Executive Rules**

A **First Honor Degree** will be awarded to graduates whose accumulative average is 4.75/5 or above, and a **Second Degree Honors** will be awarded to graduates whose accumulative average is between 4.25 and 4.75. The following conditions will be also applied:

- a. An Honored graduate should have maintained a no-failure record throughout his university years, whether at Najran University or at other university transferred from.
- b. The graduate student should have completed graduation requirements, while taking the average of the minimum or more than the maximum time

of being at college.

- c. The student should have completed at least 60% of course graduation requirements.

### **Article 31**

The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.

### **Article 32**

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

### **Article 33**

The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.

### **Article 34**

The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.

### **Article 35**

The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. He/She then signs his/her name on the sheet and also has it signed by the department chairperson.

### **Article 36**

No student is to be given more than two examinations on one day. The University Council may make exceptions for this rule, as it sees fit.

### **Article 37**

No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.

### **Article 38**

Cheating in examination or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.

### **Article 39**

The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.

## **Najran University Executive Rules**

### **Regulations for Remarking Exams**

1. The student may submit an application of re-marking the exam scripts to the competent department within fifteen days of announcing the result of the final exam; then the application is uploaded to the academic system and the student receives a notification.
2. The student must not have made three previous requests of re-marking the scripts of three final exams that were found unjustified or kept.
3. Within fifteen days of submitting the request, Head of Department asks the instructor of the course for a reply. In case of soundness of marking, Head of Department should brief the student on it and compare it to the model answer. In case that the student was convinced that the marking is correct

and sound, the student shall sign a relinquishment and Head of Department signs to keep the request, considering this request as one of the requests referred to in the second item.

4. In case of inconvenience of marking, Head of Department forms a committee of two faculty members in the department; none of them is the course's instructor, the committee reports to Head of Department to make a decision of changing the student's scores or refusing his request. Then, the student is notified of the decision.
5. If Head of Department is the same course's instructor, Vice-Dean for Academic Affairs carries out the previous actions.
6. Within fifteen days of notification, the student may complain to the College Council formally to Dean of College, including causes and justifications in a form that includes the following data: (student's name; academic number; course's number, code, and title; section number; semester; GPA; absence and notices; instructor of the course; date of exam; justifications of remarking; clarification of the correctness of information; a statement from Deanship of Admission and Registration of the previous remarking requests submitted by the student; and decisions made). The form, attached with all documents, is submitted to College Council in its first meeting after submitting the complaint.
7. College Council, in case of inconvenience of the justifications of the complaint, issues a decision of keeping the request. In case the re-marking is approved, the College Council will form a committee of three faculty members at least, not from the department and does not include the course's instructor, for re-marking the scripts. The committee will submit a report regarding the case to the college council to make a decision in fifteen days. The Council's decision is final according to the procedures

stated in article (35) of the Regulation of Higher Education Council and Universities.

#### **Article 40**

Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.

#### **Article 41**

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

### **Transfer from One University to Another**

#### **Article 42**

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

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

### **Najran University Executive Rules**

The student may transfer from another university by the approval of the Dean of the College which he/she wants to join, under the following conditions:

- a. The student should be enrolled at a recognized college or university.
- b. The student must not have been dismissed from that university for disciplinary or academic reasons.
- c. The student must satisfy the transfer conditions as determined by the

University Council.

- d. The credits studied at Najran University must be at least 60% of the total required credits.

#### **Article 43**

The College Council evaluates the courses that were taken by the student outside the University, based on the recommendations of the departments that offer equivalent courses. The courses evaluated as equivalent are recorded in the student's academic transcript but are not included in the calculation of his/her cumulative GPA.

#### **Article 44**

If it becomes evident, after a student's transfer, that the student was dismissed for disciplinary reasons, his/her enrollment is considered cancelled from the date of acceptance of his/her transfer to the University. No refund of course fees will be given, and the student will be dismissed from the University.

### **Najran University Executive Rules**

In case of, after his transfer, discovering that a student has been dismissed from his previous university for disciplinary reasons, his enrollment will be considered cancelled as of the date of admitting his transfer to the university.

#### **Article 45**

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, according to the general rules governing transfer.

### **Transfer from One College to Another within the University**

#### **Article 46**

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

### **Najran University Executive Rules**

The student may apply for transferring from one college to another, while the dean of the college to which the student transfers takes his decision according to the requirements and regulations set by the College Council.

#### **Article 47**

All courses that have been studied by a student transferred from one college to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the respective University.

#### ***Transfer from One Major to Another within the College***

#### **Article 48**

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

### **Najran University Executive Rules**

The student may apply for transferring from one major to another, according to the regulations set by the College Council.

#### **Article 49**

All courses that have been studied by a student who has transferred from one major to another are recorded in his/her academic record, including the grades and the semester and cumulative GPAs obtained throughout his/her study at the University.

## ***VISITING STUDENTS***

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### **Article 50**

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

- a. The student must obtain the approval of his/her college before he/she begins his/her studies.
- b. His/Her studies should be at a recognized college or university.
- c. The course the student takes outside his/her college should be equivalent, in terms of content, to a course required for graduation.
- d. If the visiting student is studying in one of the branches of the University to which he/she belongs, the rules under Article 47 apply.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- f. The course grades credited to the visiting student will be recorded in his/her academic record, but not included in the calculation of his/her cumulative GPA.
- g. Any other conditions required by the University Council should be satisfied.

### **Najran University Executive Rules**

A visiting student is the one who studies some courses at another university or at one of the branches of the university to which he belongs without transferring to it. The courses that he/she studied can be considered as equivalent courses in accordance with the following regulations:

First: for the student of Najran University who wants to be a visiting student at another university:

1. The applicant should have academic record with a (GPA) of at least two semesters at the college which he joined before he/she applies to study as a visiting student.
2. The prior approval from the student's college should be obtained to allow him/her to study as a visiting student along with specifying the courses to be studied. The college has the right to impose getting a certain average so as to note the course as equivalent. He/she commences study owing to an official letter from the deanship of admission and registration
3. Study should be in a recognized college or university.
4. The course studied by the student at the other university should be equivalent in its syllabus (80%), and its credit units (hours) should not be less than those of the respective course approved in the requirements of graduation.
5. The maximum of the total credit units that can be reckoned from outside the university is (20%) twenty percent of the total units required for graduation from Najran University.
6. The averages of the courses noted as equivalent for the visiting student are not reckoned within the GPA, whereas the courses are listed in his/her transcript.
7. The student must furnish the Deanship of Admissions and Registration with the course averages he/she got during two weeks as of the start of the first semester following the period of study as a visitor. In case of not providing the averages, he/she is deemed failing to attend during those semesters (except the summer semester), and is treated pursuant to Article (15).
8. The monthly stipend is disbursed to the visiting student if he/she is entitled to it via manual payment orders following providing the averages of the

semester to the Deanship of Admissions and Registration

Secondly: for the student of Najran University or enrolled in one of its branches who wants to be a visiting student in Najran or one of its branches:

1. The student must have academic record with GPA and study at least one semester in the college which he joined before applying to study as a visiting student.
2. The student must obtain prior approval from the college to allow him to study as a visiting student and to specify the courses that will be studied. He/she commences study owing to an official letter from the deanship of admission and registration.
3. The course that the student studies should be equivalent for a course that is included in the graduation requirements.
4. Equivalence of courses is processed in accordance with Article (47).
5. The visiting student is allowed to study maximum two semesters. The Rector has the authority to make exceptions for one more semester for the visiting student in the following cases:
  - a. The student is unable to record his proposed academic hours for reasons related to the visited university.
  - b. The female students who have hard circumstances that compel them not to complete their graduation requirements as regular students, but allowed as visiting students; and regulations prevent them from transferring to another university.

Thirdly: Registering a visiting student of another university at Najran University:

1. The student should have a transcript with a GPA for at least two semesters from his/her university, to which he/she has been admitted.

2. He/she should not be dismissed on disciplinary or academic grounds.
3. He/she should get a prior written approval from his/her university to study as a visiting student at Najran University. Decidedly, Najran University courses which the student wishes to study should be mentioned in the approval letter.
4. He/she should get the approval of the college in which he/she wants to study as a visiting student.
5. The maximum number of semesters that the student is allowed to study as a visiting student is two semesters.
6. The visiting student is not eligible for accommodations at the university and may not receive a stipend from Najran University.
7. The courses are registered for the student by the college in which he/she wants to study, noting that all the registration regulations of courses shall be considered.

## ***GENERAL RULES***

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### **Article 51**

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

### **Article 52**

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

### **Article 53**

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

## ***APPENDICES***

### **Appendix A**

## **Academic Records and Grade Codes**

### **Academic Record**

The academic record is a statement that explains the student's academic progress. It includes the courses studied in each semester, course numbers and codes, number of credit hours, the grades earned, and the codes and points assigned to these grades. The record also shows the semester and cumulative GPAs and the student's general academic status, in addition to the courses from which a transferred student is exempt.

## Grade Codes

Grade Code (English)	Mark Range	Points	Grade Significance (English)
A+	95 To 100	5.00	Exceptional
A	90 Less than 95	4.75	Excellent
B+	85-Less than 90	4.50	Superior
B	80-Less than 85	4.00	Very Good
C+	75-Less than 80	3.50	Above Average
C	70-Less than 75	3.00	Good
D+	65-Less than 70	2.50	High Pass
D	60-Less than 65	2.00	Pass
F	Less than 60	1.00	Fail
IP	-	-	In Progress
IC	-	-	In Complete
DN	-	0	Denial
NP	60 or above	-	No Grade - Pass
NF	Less than 60	-	No Grade - Fail
W	-	-	Withdrawn
WP	-	-	Withdrawn with Pass
WF	-	0	Withdrawn with Fail
AU	-	-	Audit

## Appendix B

### Example of the Calculation of Semester and Cumulative GPA First Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 103	2	85	B+	4.50	9
CHEM 324	3	70	C	3.00	9
MATH 235	3	92	A	4.75	14.25
PHY 105	4	80	B	4.00	16
<b>TOTAL</b>	<b>12</b>				<b>48.25</b>

**First Semester GP** = Total quality points (48.25) / Total credits (12) = 4.2

### Second Semester

Course	Cr Hrs	%	Code	GPA	Quality Points
ISC 101	2	96	A+	5.00	10
CHEM 327	3	83	B	4.00	12
MATH 314	4	71	C	3.00	12
PHY 205	3	81	B	4.00	12
<b>TOTAL</b>	<b>12</b>				<b>46</b>

**Second Semester GPA** = Total quality points (46) / Total credits (12) = **3.83**

**Cumulative GPA** = Total quality points (48.25+46) / Total credits (12+12) = **3.93**