



**THE BY-LAW OF STUDY
AND TEST FOR THE
UNIVERSITY STAGE**



No.	Topic	Page
1	Definitions	2
2	Re-registration	4
3	Graduation	5
4	Transfer	7
5	General provisions	10
6	Appendices	11
7	Attendance and withdrawal	13
8	Deferral and leaving study	15
9	Dismissal from the university	16
10	External study	18
11	Final examinations	19
12	The university system	23
13	Visiting student	26

Definitions

The first Article:

Academic year:

Two main semesters and a summer semester if need be.

The semester:

A period of time not less than fifteen weeks, during which courses are taught. The period for registration and final examinations are not counted within this period.

Some courses may have prerequisite(s) or co-requisite(s).

The Summer Semester:

A period of time not more than eight weeks. The period for registration and final examinations are not counted within this period. Each course is taught extensively within this period.

Academic Level:

It indicates at what stage a student studies. Graduation requires studying eight levels or more according to credit hours plans.

Course:

An educational material related to a specific level within the credit hours plan for each programmed. Each course has a number, code, name and specification that distinguishes it from other courses. Each course has also a special file that a department keeps for the purposes of follow up, assessment and development.

Credit Hour:

A weekly theoretical session not less than fifty minutes, a clinical session not less than fifty minutes, or a practical/ field work not less than hundred minutes.

Academic Warning:

Notification made to a student because of his /her low grade point average, from the minimum shown in this by-law.

Class Work Score:

A score given to a student showing his/her achievements on the continuous assessment from tests, research and other academic activities related to the course.

Final Examination:

A final examination administered once at the end of a semester.

Final Examination Score:

The score that a student achieves in each course in the final tests of the semester.

The Final Score:

The sum total of class work scores and final examination score for each course. The score is computed out of hundred.

The Grade:

Description of the percentage or an alphabetical code for the final score a student achieves in each course.

Incomplete Grade:

A grade entered provisionally for each course a student is unable to fulfill its requirement in the specific time. It is referred to in the academic record with the abbreviation (IC).

Continuous Grade:

A grade entered provisionally for each course which nature of study requires more than one semester for completion. It is referred to with the abbreviation (IP).

Semester Grade Point Average:

Sum total of the points a student achieves divided by the total credit hours for all the courses studied in every semester. Points are computed by multiplying the credit hours of a course by the grades a student achieves for each course. Refer to Appendix (B).

Cumulative Grade Point Average:

Sum total of the points a student achieves in all the courses he/she studies since his enrolment in the university, divided by the total credit hours for all those courses. Refer to Appendix (B).

The General Grade:

Description of the level of a student's academic achievement during the period of his study in the university.

The Minimum Academic Load:

The minimum credit hours a student should register for, compatible with his Grade Points Average, as decided by the university Council.

Re-registration

Article XVII

The student whose registration has been closed may apply for re-registration with his number and file before dropping according to the following regulations:

1. Application for re-registration within four semesters from the date of registration closing.
2. The concerned college board and the relevant authorities should approve the re-registration of the student.
3. If four semesters or more lapse after student's registration closing he can apply to the university as a newcomer without reference to his previous academic record, provided all declared admission requirements apply for him. The University Board has the right for some exceptions according to the regulations issued by the board.
4. The student may not be re-registered more than once. The University Board, if necessary, has the right for exception to that.
5. The student whose registration is closed may not be re-registered if he is academically dismissed.

The Executive Rule of Majmaah University:

I. The student's registration is deemed closed in the following cases:

1. Drop out from the university.
2. Withdrawal from the university.
3. Academic dismissal.

II. The student whose registration is closed can apply to his college for re-registration with his number and file, before dropping out, according to the following regulations:

1. He has to apply for re-registration within four semesters (or two years for the colleges that apply the annual system) from the closing date of registration.
2. The college board concerned should approve of re-registration of the student.
3. If four semesters or more (or two years for the colleges that apply the annual system) lapse on a student's registration closing, he can apply to the university as a newcomer without referring to his previous academic record, provided all declared admission requirement are timely applicable to him. The Standing Committee for Students Problems has the right for some exceptions according to the regulations it determines.

4. The student may not be re-registered more than once. The rector of the university, if necessary, has the right for exception, according to the recommendation of the standing committee of students' academic affairs.
5. The student whose registration is closed may not be re-registered if he is academically dismissed. Taking into account what is stated in Article XX of the Regulations.

Graduation

Article XIX

1. The student graduates after completing the requirements of graduation successfully, according to the syllabus, provided that his Cumulative Average is not less than the rate determined by the concerned university council for each specialization. In all cases it should not be less than the Pass grade.
2. Based on the recommendation of the Department Board, the College Board may determine suitable courses for the student to study in order to raise his Cumulative Average if he passes on the courses and fails in the Cumulative Average.

The Executive Rule of Majmaah University

1. **The student graduates after completing graduation requirements successfully according to the syllabus, provided that his rate is not less than Pass (or his Cumulative Average is not less than (2-5). According to the recommendation of the concerned Department Board, the College Board may require the student to repeat, based on his Cumulative Average, in case of his success in the courses and failure in Cumulative Average, according to the following rules:**
 - A. A condition for eliminating any grade for a course the student had studied is that he repeats and passes it.
 - B. The total credit hours for the courses eliminated from the Cumulative Average should not be more than 15% of the total credit hours of the syllabus.
 - C. In re-calculating the Cumulative Average, only the following grades may be eliminated: Fail (F), (Debarred (D), Withdrawal because of failure (WF).
 - D. His re-calculated Cumulative Average, should not exceed 2.00 out of 5.00.
 - E. The academic record should include grades of all the courses the student has taken.

- F. In the academic record a special notice, marking the eliminated courses, is made after applying re-calculating Cumulative Average.
2. What is contained in the paragraphs: B and C of Article XX, shall be considered.
 3. The student shall not be considered a graduate until the issuance of approval of the University Council, awarding him the degree.
 4. Graduation Day is schedule in according to the Academic Calendar approved by the University Council.
 5. The Deanship of Admission and Registration, or whoever it delegates, forwards graduation memoranda to the University Council, to be forwarded in turn, at the nearest session after the end of the final examinations. Individual graduation memoranda are forwarded for the students who have incomplete grades (IC), or permitted to sit for substitute exam(s) in the final year or the like, when completing graduation requirements. Graduation semester is considered the final in the student's record.

6. Certificate

- A. Every graduate is awarded a certificate in both Arabic and English, containing the following information: Date of graduation in both Hijri and Gregorian, student's full name, nationality, Civil Registry Number, college, specialization, path (if any), degree, honors (if any). The certificate is to be signed and stamped by the Dean of Admission and Registration.
- B. A substitute for a lost certificate may be issued, including the expression "Instead of a Lost Certificate".

Transfer

Transfer from a University to Another

Article Forty-Two

A student's transfer from another university may be accepted according to the following regulations:

1. The student must have studied at a recognized university.
2. He must not be dismissed from the university he referred from for disciplinary reasons.
3. Terms of transfer, determined by the University Council, must be applicable to him.

The Executive Rule of Majmaah University:

A student's transfer from another university may be accepted according to the following regulations:

1. He should have an academic record with a cumulative average of at least one semester and studied in a college or university recognized by the Ministry of Higher Education.
2. He should not have failed in the GPA.
3. He should not have been dismissed from the university for disciplinary reasons.
4. Transfer should not be from the lower academic degree to the higher.
5. Conditions of transfer, determined by the college board, must be applicable to him.
6. Credit hours required from the transferred student to study, must not be less than 60% of the total credit hours for obtaining the BA degree from Majmaah University.
7. The total period spent by the student from the university he transfers from and the remaining period for him in Majmaah University should not be more than the average period between the minimum and the maximum for remaining in the college.
8. Procedures of transfer must be completed before the end of the first week from the beginning of the semester, or the beginning of the year for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective next semester.
9. Transfer must be written on the student's academic record.

Article Forty-Three

The college board equates the courses the student studies in another university, according to a recommendation of the Department Board that provides the courses. The courses equated

are written on the student's record. They are not included in the calculation of cumulative GPA.

The Executive Rule of Majmaah University:

The concerned college board equates the courses the student passes in another university, according to a recommendation of the Department Board that gives the courses, provided the equated courses should not exceed 40% of the credit hours of the syllabus of the specialization transferred to. The courses equated are written on the student's record. They are not included in the calculation of cumulative GPA, on condition that the content of the course the student passes is equivalent to the course(s) to be equated.

Article Forty-Four

If it appears after the student's transfer, that he had previously been dismissed for disciplinary reasons, his registration shall be deemed canceled from the date of acceptance of his transfer to the university.

Article Forty-Five

A student may be transferred in any semester, from a university to another, according to the procedures and declared schedules in the university transferred to, in the light of the general guidelines for transfer.

Transfer from College to Another Within the University

Article Forty-Six

The student may transfer from one college to another within the university in accordance with the regulation approved by the University Council.

The Executive Rule of Majmaah University:

Firstly, transfer of a student from one college to another within the university is done according to the following regulations:

1. Acceptance of the students by deanship of the college is according to the regulations set by the college board.
2. A student must not have spent more than four semesters, provided that the preparatory programs such as extensive language courses are not counted within that period.

3. Procedures of transfer should be completed within the first week of the semester or the academic year, for the colleges that adopt the annual system. If the procedures exceed this period, transfer shall be effective the following semester.
4. Transfer shall not be allowed except after a student spends at least one semester in the college he wishes to transfer from.
5. A student is allowed to transfer once during his university studies, or twice if one of these is the preparatory year or the intensive course of English.
6. A student transferred to the preparatory year or the intensive course, will be returned to his previous department if he does not pass, only once.
7. Specialization after passing the preparatory programs is not counted within the transfer movements.

Secondly, transfer of a student from the qualifying programs to the corresponding college that awards BA programs within the university is according to the following regulations:

1. No student may transfer from BA to one of the qualifying programs.
2. A student is allowed to move to the corresponding college, if he finishes all the courses of the qualifying program, with the Grade Point Average 2/5 (two out of five).
3. If a student completes 50% of the total credit hours of the qualifying program, with a Grade Point Average of 4 to 5, or more, he can transfer to the corresponding college.
4. If a student completes the qualifying program but six hours remain for him, he may transfer to the corresponding college, provided, his Grade Point Average is not less than 2.5 to 5.

Article Forty-seven

All the previously studied courses shall be written in the academic record of the student who transfers from a college to another. This includes Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

Transfer from Specialization to Another

Article Forty-Eight

On the approval of the dean, a student may transfer from one specialization to another within the college, according to the regulations set by the University Council.

The Executive Rule of Majmaah University:

1. A student may transfer from one specialization to another within the college after the approval of the dean of the college, according to regulations set by the College Board.
2. The remaining period for him in the university should be enough to finish graduation requirements.
3. Transfer procedures should be completed within the first week of the beginning of the semester or year for the colleges that adopt the annual system. If procedures exceed this period, transfer will be effective the following semester.
4. A student is allowed to transfer once during his university study.

Article Forty-Nine

All the previously studied courses shall be written in the academic record of the student who transfers from one specialization to another. This includes, Grade Point Averages, and Cumulative Grade Point Averages, during his study in the university.

General Provisions

Article Fifty-One

This By-law cancels the preceding existing bylaws for regulating studies and tests at the university level:

Article Fifty-Two

The University Board sets the operational rules that do not clash with the principles of this bylaw

Article Fifty-Three

The Higher Education Council has the right to interpret this bylaw

The Operational Rule for Majmaah University:

The Higher Education Council has the right to interpret the operational rules of this bylaw.

Appendices

Appendix (A)

Academic Record and grade codes

Academic Record:

It is a statement of a student's academic progress that includes all the courses he studies in each semester with their codes, numbers, credit hours, the obtained grades, the values and the codes of those grades. The record also shows the Grade Point Average and the Cumulative Grade Point Average and statement of the general grade in addition to the courses a transferred student has been exempted from.

Code	Degree border	Points		Meaning
A+	95-100	5.00	4.00	Exceptional
A	90 less than 95	4.75	3.75	Excellent
B+	85 less than 90	4.50	3.50	Superior
B	80 less than 85	4.00	3.00	Very Good
C+	75 less than 80	3.50	2.50	Above Average
C	70 less than 75	3.00	2.00	Good
D+	65 less than 70	2.50	1.50	High Pass
D	60 less than 65	2.00	1.00	Pass
F	less than 60	0	1.00	Fail
IP	-----	-	-	In progress
IC	-----	-	-	Incomplete
DN	-----	1.00	0	Denial
NP	60 and more	-	-	No grade Pass
NF	Less than 60	-	-	No grade Fail
W	-----	-	-	Withdrawn

Example for calculating Grade Point Average and the Cumulative Grade Point Average.

The First Semester

Course	Credit hours	Grade percentage	Grade code	Grade weight	Number of points
301 SLM	2	85	B+	4.50	9
324 KIM	3	70	C	3.00	9
235 RYD	3	92	A	3.75	14.25
312 FIZ	4	80	B	4.00	16
Total	12				48.25

	Total points 48.25	
The first semester grade point average	_____	4,02
	Total credit hours 12	

The Second Semester

Course	Credit hours	Grade percentage	Grade code	Grade weight	Number of points
104 SLM	2	96	A+	5.00	10
327 KIM	3	83	B	4.00	12
314 RYD	4	71	C	3.00	12
326 FIZ	3	81	B	4.00	12
Total	12				46

	Total points 46	
grade point average of the second semester	_____	3,83
	Total credit hours 12	

	Total points (48,25+46)	
Cumulative Grade Point Average.	_____	3,93
	Total credit hours (12+12)	

Attendance and Withdrawal

Article IX

The regular student must attend the lectures. He shall be debarred from the final examination if the percentage of his attendance is less than the percentage fixed by the University Council, provided it is not less than (75%) of the lectures for each course during the semester. The student who is debarred, because of absence, is considered as a failure in the course, and will be awarded the denial grade (DN).

The Operational Rule for Majmaah University:

1. The student shall be debarred from the final examination if the percentage of his absence exceeds (25%) out of the total lectures of the course without an acceptable excuse.
2. The student who is debarred from the examination because of absence is considered as a failure in the course. He will be awarded the score of the course work and given the denial grade (DN).
3. The lists of the debarred students shall be approved by the concerned College Board.
4. The lists of the debarred students shall be announced before the beginning of the final examinations.

Article X

The College Board or whoever it delegates may, exceptionally, forward the debarred students list and allow the students for entering the examination, provided he will give an acceptable excuse to the board. The University Council will determine the percentage of absence, provided it shall not be less than (50%) of the lectures for the course.

Article XI

The grade of the student who absents himself from the final examination shall be zero in that exam. His grade in that course shall be counted according to the scores of the course work he obtains.

Article XII

If the student is not able to attend the final examination in any course of the semester, for a compulsive excuse, the College Board, in very urgent cases, may accept his excuse and give him the permission for a substitute examination to be conducted within a period not exceeding the end of the following semester. He shall be given the grade he obtains after sitting for the substitute exam.

The Operational Rule for Majmaah University:

1. The excuse for absence from the final examination shall be accepted in the following cases:
 - A. The cause of the excuse should be timely given until a week after the cause is over.
 - B. The compulsive excuses accepted by the College Board.
2. The substitute examination and entering of the grade shall be within a period not exceeding the end of the following semester.

Article XIII

1. The student may withdraw from the semester without being considered as failure if he provides an acceptable excuse to the authority specified by the University Council, within a period of time specified by the operational rules, approved by the University Council. The grade (W) shall be given to the student. This semester will be counted as part of the time required to complete the requirements of graduation.
2. The student may withdraw from one course or more in a semester with an excuse, according to the operational rules approved by the University Council.

The Operational Rule for Majmaah University:

(13-1) A student may withdraw from studying a semester without being considered a failure, if he forwards an application to that effect to the dean of his college, at least three weeks before the beginning of the final examinations in accordance with the university schedule. The students of the colleges that adopt the annual system may withdraw before at least five weeks from the beginning of the final examinations. The students of the short courses may withdraw before the beginning of the examinations, equivalent to one third of the duration of the course. The university Rector may exceptionally, consider some, very urgent cases if necessary, from these durations, in which cases the student is given the withdrawal grade(W) and this period is counted as part of the of the time for completing the requirements of graduation.

(13-2) Withdrawal chances shall not exceed two consecutive or three non-consecutive semesters. As for the students of the colleges that adopt the annual system, they may not withdraw for two consecutive years. Years of withdrawal should not exceed two non-consecutive academic years throughout the student's stay in the university, after which period, the student's registration is cancelled. The dean of Admission and Registration may consider some exceptional cases.

(13-3) Dean of Admission and Registration may ask for the acceptance of the guardian of the female-student when she applies for withdrawal from a semester.

(13-4) A student may withdraw from one course or more per a semester and no more than three courses throughout the period of his study in the university in accordance with the period specified in the rules, according to the following conditions:

- A. Approval of the dean of the college.
- B. Applying for withdrawal from the course before the deadline for withdrawal from the semester.
- C. The abbreviation (W) is entered for the course a student withdraws from.

Deferral and Leaving study

Article XIV:

The student may apply for deferral of study for reasons acceptable to the University Council. Duration of deferral should not exceed two consecutive semesters, or maximally, three non-consecutive semesters throughout his study in the university. After that his registration shall be cancelled. The University Council may make exceptions if necessary. The period of deferral shall not be counted as part of the required period for completing the requirements of graduation.

The Operational Rule for Majmaah University:

1. The student may apply for deferral of study before the end of the first week for an acceptable reason to the dean of his college or whoever he delegates, provided that the duration of deferral shall not exceed two consecutive semesters, or three non-consecutive semesters. The students in the colleges that adopt the annual system may not defer for two consecutive years. Maximally, the period of deferral should also not exceed two non-consecutive years during his study in the university, after that his registration shall be cancelled. If necessary, the University Council may consider some exceptional cases.
2. The period of deferral shall not be counted within the specified period for completing the requirements of the study.
3. Female student who escorts her husband or her legal escort may defer her academic situation (admission or registration) for a period not exceeding five years. If a female student wishes to resume her study, she is allowed to, taking into account the following:
 - A. If the syllabi are changed, the similar courses that the student had already studied shall be equated and the requirements of graduation to be completed in accordance with the new syllabus.

- B. If the syllabi are not changed, the student resumes from her previous academic situation.
- C. After five years, the chance of the female student may be preserved in the department for her to begin as a new comer.
4. The deferred student must register after the end of the deferral period otherwise he considered as leaving study.
5. The Dead ship of Admission and Registration shall require for the approval of the female student's guardian when she applies for the deferral of the semester.

Article XV

If the regular student leaves study for one semester without deferral, his registration in the university shall be cancelled. The University Council may cancel the registration of the student if he left study for less than that period. As for the external student, his registration will be cancelled if he absents himself from all the final examinations of the semester without an acceptable excuse.

The Operational Rule for Majmaah University:

The registration of "the student leaving study because of non-registration", will be cancelled if he does not address his academic situation before the end of the week from the beginning of the semester.

Article XVI

The student shall not be considered as leaving study for the semesters s/he studies as a visiting student in another university.

The Operational Rule for Majmaah University:

See Article Fifty and its Operational Rule related to the visiting student.

Dismissal from the University

Article XX:

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

- A. Maximally, if he has got three consecutive probations, because of his decreasing CGPA to less than the fixed rate for graduation in accordance with the Article (19) of this by-law. According to a recommendation from the college board, the University Council may give a fourth chance for those who can raise their CGPAs by studying the available courses.

- B. If he does not complete the requirements of graduation maximally within half the period for his graduation in addition to the duration of the program. The University Council may give an exceptional chance for the student to complete the requirements of graduation within a period that should not exceed double the period fixed for graduation.
- C. The University Council may, in exceptional instances, treat the cases of the students to whom the provisions of the preceding two paragraphs apply, by giving them an exceptional chance that does not exceed two semesters, maximally.

The Operational Rule for Majmaah University:

1. **The student shall be given a probation if his CGPA decreases from 2.00 out of 5.00. That will be evident in his academic record.**
2. **If the student gets three consecutive probations, he will be deemed academically dismissed. His case shall be treated as follows:**
 - A. The University Council may give the student a fourth chance in accordance with a recommendation of the College Board for those who can raise their CGPAs by studying the available courses.
 - B. The Standing Committee for Students' Academic Problems may recommend to the university Council to give the student a fifth chance according to the recommendation of the College Board, provided there is an improvement in his performance in the last semester, his CGPA being not less than 2.00 out of 5.00 and he can raise his it by studying the available courses.
 - C. The University Council may exceptionally give the student a sixth last chance after the recommendation of the Standing Committee for the Students' Academic Problems.
3. **For the colleges that adopt the annual system, the student is deemed academically dismissed if his CGPA decreased to less than (2.00) for two consecutive years, until the College Board takes a decision on it as follows:**
 - A. The College Board may recommend to the University Board to give the student a first chance. If the student fails to raise his CGPA, afterwards, the College Board recommends about him to the Standing Committee for Students' Academic Problems.
 - B. The Standing Committee for Students' Academic Problems may recommend to the University Council to give the student a second chance based on the recommendation of the College Board. If the student fails to raise his CGPA afterwards, the committee may recommend about him, if necessary, to the University Council.

- C. The University Council may, exceptionally, give the student a last third chance after the recommendation of the Standing Committee for the Students' Affairs.
- 4. If the student does not complete the requirements of graduation within the limited period for graduation, his case will be addressed as follows:**
- A. If he does not complete the requirements of graduation maximally within half the period for his graduation added to the period of the program, the College Board may give the student an exceptional chance to complete the requirements of graduation within a maximal period not exceeding twice the fixed original period for graduation, provided the cause of delay is acceptable to the College Board.
- B. The University Council may give the dismissed students who have exhausted twice the period of the program, a chance not exceeding two semesters, recommended by the Standing Committee for the Students' Academic Affairs.
- 5. The College Board makes an inventory of all the cases it receives and presents them to the relevant councils and informs the Deanship of Admission and Registration within a period of time not exceeding the first two weeks from the commencement of the semester. In case of delay, the student shall not be permitted to register except for the following semester.**

External study

According to the recommendation of the colleges, the University Council may adopt study on external basis in the colleges and the specializations, which nature of study allow that. The university Council sets the principles and the procedures regulating that according to the following.:

1. The required credit hours for graduation for an external student should not be less than the required credit hours for regular students in the available specializations for external study.
2. The external student is treated equally with a regular student concerning, admission grading, transference, dismissal, re-registration, etc. except for attendance of the classes.
3. According to the recommendations of the College boards, the University Council sets the required principles for the evaluating the achievement of the external students.
4. That the student has studied as an "external" student is written on his/her certificate.

The Operational Rule for Majmaah University:

1. External study shall be in the departments approved by the University Council
2. The external student is treated as a full- time student in study by-laws, test regulations and other operational rules of Majmmah university except attendance of the lectures.
3. The University Council determines the number of external students to be enrolled and the conditions of enrolment.
4. The student may change from external to full time study according to conditions set by the University Council.
5. That the student has studied on an external basis is proved by writing it on his or her certificate, unless s/he has studied at least 60% credit hours on regular basis.

Final Examinations

Article XXII

The concerned college board determines the midterm score according to the recommendation of the department board. It should not be less than 30% of the final score of the course.

The Operational Rule for Majmaah University:

1. The concerned college board responsible for the course determines the midterm score according to the recommendation of the concerned department in the range between (40%) and (60%) of the final score.
2. According to the recommendation of the department board, the college board shall make decisions as regards the following:
 - A. Amendment of the results
 - B. Determining substitute exams

Article XXIII

The Midterm score is counted in one of the following ways

1. Oral tests or practical tests, research, classroom activities, some or all of them, including at least one written test.
2. Two written tests at least.

Article XXIV

- ❖ According to the recommendation of the department board, the concerned college board responsible of the course may include the final examination in any course, written or oral. It may also determine the specified scores out of the final exam.

Article XXV

- ❖ According to the recommendation of a course instructor, the department board assuming the responsibility of teaching a course may allow the student to complete requirements of any course in the following semester. The abbreviation (IC) is used to indicate to this. It will neither be included in the calculating Grade Point Average nor Cumulative Grade Point Average, until the student completes the requirements of that course. If a semester lapses without the student changing the (IC) in his academic record, it will be substituted for (F) and counted within his or her (GPA) and (CGPA).

Article XXVI

- ❖ All or some of research, debate, science oriented or field work courses may be treated exceptionally from the provisions of articles (22,23,24) by decision from the college board. The college board shall determine assessment of a student's achievement in these courses.

The Operational Rule for Majmaah University:

- ❖ All or some of research, debate, science oriented or field work courses which include the clinical courses may be treated exceptionally from the provisions of articles (22,23,24) by a decision from the college board according to the recommendation of the department board responsible for teaching the courses. The college board determines the evaluation of the student's achievement in these courses.

Article XXVII

- ❖ If research courses require more than one semester the grade (IP) shall be used. After completion of the course, the student is will be given the grade s/he obtains. If the course is not completed in the fixed time, the concerned department board may approve entering the grade (IC) in the student's record.

The Operational Rule for Majmaah University:

- ❖ The fixed time for completing a course which grade is (IP) is one semester following the semester in which the student has obtained the grade (IP)

Article XXVIII

The grades the student obtains are counted as follows:

Percentage	Grade	Grade Code	Grad weight out of (5)	Grad weight out of (4)
95-100	Upper Distinction	A+	5.00	4.00
90 to less than 95	Distinction	A	4.75	3.75
85 to less than 90	Upper Very Good	B+	4.50	3.50
80 to less than 85	Very Good	B	4.00	3.00
75 to less than 80	Upper Good	C+	3.50	2.50
70 to less than 75	Good	C	3.00	2.00
65 to less than 70	Upper Pass	D+	2.50	1.50
60 to less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	.

The Operational Rule for Majmaah University:

The grades the student obtains in every course are counted on the basis that the weight of the grade is (5,00) as follows:

Percentage	Grade	Grade Code	Grad weight out of (5)	Grad weight out of (4)
95-100	Upper Distinction	A+	5.00	4.00
90 to less than 95	Distinction	A	4.75	3.75
85 to less than 90	Upper Very Good	B+	4.50	3.50
80 to less than 85	Very Good	B	4.00	3.00
75 to less than 80	Upper Good	C+	3.50	2.50
70 to less than 75	Good	C	3.00	2.00
65 to less than 70	Upper Pass	D+	2.50	1.50
60 to less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	.

Article XXIX

Taking into account requirements of Article (19) of this By-law, when the student graduates, his general grade for Cumulative Average will be as follows:

1. (Distinction) if the CGPA is not less than 4.000-5.00, or 3.00 out of 4.00
2. (Very Good) if the CGPA is from 3.75-to less than 4.50 out of 5.00 or 2.75 to less than 3.50 out of 4.00.
3. (Good) if the CGPA is from 2.75 to less than 3.75 out of five or 1.75 to less than 2.75 out of 4.00.
4. (Pass) if the CGPA is from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00.

The Operational Rule for Majmaah University:

The general grade for the CGPA when the student graduates is based on his CGPA according to the grade weight. Out of (5.00) points.

Article XXX

- ❖ Honors Degree is awarded to the student who obtains CGPA (4.75) to (5.00) out of (5.00) or (3.75) to (4.00) out of (4.00) in graduation. The Second Class Honors is awarded to the student who obtains the CGPA (4.25) to less than (4.75) out of (5.00) or from (3.25) to less than (3.75) out of (4.00) in graduation.

The following conditions are required for obtaining the first Class or the Second Class Honors Degree:

1. The student should not have failed in any course during his studies in the university or any other university.
2. The student should have completed the requirements of graduation within a period not more the average between the maximum and the minimum period for staying in his college.
3. The student should have studied at least 60% of graduation requirements in the university from which he obtains the degree.

The Operational Rule for Majmaah University:

- ❖ Honors Degree is awarded to the student who obtains CGPA (4.75) to (5.00) out of (5.00) or (3.75) to (4.00) out of (4.00) in graduation. The Second Class Honors is awarded to the student who obtains the CGPA (4.25) to less than (4.75) out of (5.00) or from (3.25) to less than (3.75) out of (4.00) in graduation.

The following conditions are required for obtaining the First Class or the Second Class Honors Degrees:

1. The student should not have failed in any course during his studies in the university or any other university.
2. The student should have completed the requirements of graduation within a period not more the average between the maximum and the minimum period for staying in his college.
3. The student should have studied at least 60% of graduation requirements in the university from which he obtains the degree.

The University System

Article V: University System

- A. The student is graded in the study according to the operational rules approved by the University Council.
- B. Academic programs are designed equivalent to at least eight semesters for the university level.

The Operational Rule for Majmaah University:

1. The college determines an academic supervisor for every student to help him in matters related to the university system and his educational progress such as choice of specialization, registration of courses and other academic affairs.
2. The student assumes the responsibility of knowing and following up the academic system and the regulating by-laws, including the requirements of graduation.
3. The student is graded in accordance with the courses he passes successfully within the approved academic program. He becomes eligible for graduation if he completes the requirements of graduation.
4. The academic program is designed as equivalent to at least eight semesters for the university level. The student may complete the requirements of graduation in less than that period.
5. The University system covers both the students at the university stage and the transitional stage.

Article: VI

- ❖ The academic system in some colleges may be on basis of full academic year, in accordance with the principles and procedures approved by the University Council. The academic year is counted as two semesters.

The Operational Rule for Majmaah University:

The academic system in some colleges may be on basis of full academic year, in accordance with the principles and procedures of this by-law, after substitution of the expression "academic year with "semester" wherever it comes, not conflicting the following:

- A. In the Annual System, courses are taught throughout the year, in a duration of not less than (30) weeks. The periods of registration and final examination are not counted within this period.
- B. A final examination is conducted for every course at the end of the year. Examination for the practical course or the clinical courses may be conducted by the end of the training period.
- C. Second Test or clearance exams shall be conducted before the beginning of the academic year in a duration not less than two weeks. Students who failed in the courses are allowed for the clearance examination. The College Board determines the nature of the courses and the credit hours for each course. The result is sent to the Deanship of Admission and Registration before the end of the third week from the beginning of the academic year. The grade (D 2) will be entered for those who pass in place of the previous failure grade(F), irrespective of the grade obtained.
- D. The student who fails in the first term of the first final examinations in courses more than allowed by the College Board in paragraph (C), shall not be allowed to sit for the Second Term Exams (F. Clearance Exam). He remains in the same level and only re-studies the courses he failed.
- E. The student who fails in the Second Exam (F. Clearance) or the courses that have no second term, remains in the same year and studies again the courses he failed in. The College Board or whoever it delegates may allow studying some courses of the following year.
- F. The student shall not be promoted from one year to another until he completes the requirements of promotion according to the syllabus.

Article VII Levels System

- ❖ A university system dividing the academic year into two semesters. There may be a summer semester, the period of which is half the duration of the basic semester. The requirements of graduation for obtaining the degree are divided into levels in accordance with the syllabus approved by the University Council.

Article VIII

- ❖ The University Council sets the regulations of registration, addition and dropping of the courses within the approved syllabus as it guarantees registration of the minimum of the academic load.

The Operational Rule for Majmaah University:

- ❖ The regulations for promotion from one level to another:

The student must commit to attending the classes from the first day for the beginning of the semester in accordance with the university academic calendar.

Firstly: Early Registration:

- ❖ Early registration can be made according to the mechanism set by the Deanship of Admission and Registration in coordination with the colleges.

Secondly: Formal Registration:

1. The student is availed the courses he wishes to study or drop according to the following:
 - A. The student may add the courses he wishes to study a week before the beginning of the academic year and ends by the end of the first week.
 - B. The student may drop the courses he does not wish to study until the end of the second week from the beginning of the academic year.
 - C. Registration must not exceed the maximum credit hours and not be less than the minimum as shall be mentioned in the fourth paragraph of this regulation.
2. The process of the registration of the courses for the student is done in consultation with his academic supervisor. The student bears the responsibility of any deficiency or errors caused by ignorance of the instructions.
3. The student must complete the procedures of registration by himself, he is not entitled to assigned this responsibility to his representative at all.
4. The registration process can be performed automatically for students of a certain college or level if necessary.
5. If the student does not register for any course during the regular registration period, he shall be considered as leaving study.

Thirdly: Accreditation of Registration

1. The student must, in case of automatic registration, accredit his academic schedule through his personal file in the university website, during dropping/ addition period.

2. The student shall be considered as leaving study during dropping /addition period of registration if he does not accredit his academic schedule during addition/dropping period until the end of the second week from the beginning of the academic year.

Fourthly: Academic Load:

1. Academic load refers to the total credit hours for the courses the student registers for in the semester. It is determined in accordance to the following regulations:

a. The minimum

The minimum academic load is 12 credit hours for a semester.

b. The maximum

The maximum academic load is 20 credit hours per semester and 10 credit hours for the summer semester.

2. The student who has an academic probation shall not be allowed to increase his academic load to more than 14 credit hours.
3. The student who has a Pass Grade shall not be allowed to increase his academic load to more than 16 credit hours.
4. The student on the threshold of graduation is allowed to exceed the maximum, the increase being not more than three credit hours.

Fifthly: Academic Probation

- ❖ The student shall be given an academic probation if his CGPA becomes less than 2.00 out of 5.00.

Visiting Student

Article L

- ❖ **A visiting student is he who studies some courses in another university or a branch of the same university without transferring to it. The courses he studies are equated according to the following regulations:**
1. The student has to get the approval of the college in which he intends to study as a visiting student prior to admission.
 2. The college or the university in which he intends to study should be a recognized institution.
 3. The courses to be studied in another university should be equivalent to the requirements of graduation in his university.
 4. If the visiting student studies in one of the branches of the college he studies in, he will be treated in accordance with Article (47).

5. The University Council determines the maximum percentage of credit hours to be considered for the external student.
6. The courses equated for the visiting student are not counted within his CGPA. The courses are written on his academic record.
7. Any other conditions set by the University Council.

The Operational Rule for Majmaah University

A visiting student is the student who studies some courses in another university or a branch of the same university without transferring to it. The courses he studies are equated according to the following regulations:

Firstly, any student from Majmaah University who wants to study as a visiting student:

1. Bring a prior permission from his college allowing him to study as a visiting student, determining the courses he would like to study. The college may condition that the student should attain a specific rate for the course equation. He will be given a letter from the Deanship of Admission and Registration to that effect.
2. The student should have an academic record with a (CGPA) for at least one semester in the university, before he applies as a visiting student.
3. The university or the college in which he intends to study should be a recognized institution.
4. The course the student intends to study in another university should be equivalent to one of the courses included as part graduation requirements.
5. Taking into account (Article 42), the maximum total for the credit hours to be counted for a visiting student is 20% from the total graduation credit hours in Majmaah University.
6. Equated courses of the visiting student shall not be counted as part of the student's (CGPA). The courses shall, however, be registered in his academic record.
7. The student should inform the Deanship of Admissions and Registration the results he obtains within the first week from the beginning of the semester following his study as a visiting student. If he does not provide his results, he shall be considered absent (except summer courses) and he shall be treated in accordance with (the Article 15).
8. A visiting student shall be paid a monthly bonus if he deserves it through manual files after forwarding his results of the semester to the Deanship of Admission and Registration.

9. The maximum number of the semesters students are allowed to study as a visitor, are two semesters.

Secondly, any student from another university who wants to study in Majmaah university should:

1. Have an academic record with a (CGPA) of one semester at least from the university in which he had been admitted.
2. He should obtain a prior written approval from his university, permitting him to study as a visiting student in Majmaah University. In the letter he should mention the courses of Majmaah University he would like to study.
3. He should get the approval of the college in which he wishes to study as a visiting student.
4. The visiting student from another university would not be awarded a bonus from Majmaah University.
5. The courses the student takes are registered by the Deanship of Admission and Registration, taking into account all the regulation of registration.
6. At the end of his studies, the student shall be given a letter, showing the results of the courses.