ROYAL COMMISSION IN JUBAIL

JUBAIL UNIVERSITY COLLEGE

Rules and Regulations for Undergraduate Studies and Exams

and

Executive Rules of Jubail University College

1434H. (2013)
Rules and Regulations for Undergraduate Studies and Exams

Amended by the Higher Education Council’s decision (No 13/27/1423H.) taken during its twenty seven meeting held on 2/11/1423H. and approved by the Custodian of the Two Holy Mosques Head of the Council of Ministers and Head of the Higher Education Council via his honorable telegraphic directive number 7/B/8854 dated on 23/11/1423H.

and

Executive Rules of Jubail University College

Issued by the decree of the College Council, on its fourth session, held on 19/2/1434 H.

1434H.
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DEFINITIONS

Article One:

**Academic Year**: Two main semesters and one summer semester, if need be.

**Semester**: A period of time not less than fifteen (15) weeks during which courses are taught. The period of registration and final examinations are not counted within this period.

**Summer Semester**: A period of time not exceeding eight (8) weeks. The period of registration and final examinations are not counted within this period. Time allotted to each course will be doubled.

**Study Level**: It indicates the educational stage where eight levels or more are required for graduation, according to the approved degree plans.

**Degree Plan**: A group of compulsory, elective/free courses which constitute, with the accumulation of its credit hours, the requirements a student must successfully complete in order to graduate in a major.

**Course**: A study subject which tracks a specified level in the approved degree plan of each major (program). Each course has a number, code, name and specification that distinguish it, in terms of its level and content, from other courses. Each course has a special file that a department keeps for the purposes of follow up, assessment and development. It may happen that some courses might have prerequisite (s) or co-requisite (s).

**Credit Hour (Certified Hour)**: A weekly theoretical session not less than fifty minutes; a practical session (practical or field work) not less than hundred minutes in duration.

**Academic Warning**: A notification made to a student because of his low grade point average (GPA) from the minimum acceptable limit as described in these regulations.

**Class Work Score**: A score given to a student showing his achievements during the semester from tests, researches, and other academic activities related to the course.

**Final Examination**: A final examination administered once at the end of each semester.

**Final Examination Score**: The score that a student achieves in each course in the final tests of the semester.

**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(s) in the specific time. It is referred to in the academic record with the initials (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 in the academic record with the initials (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 studied course.

**Cumulative Grade Point Average:** Sum total of the points a student achieves in all studied courses since his enrolment in the college divided by the credit hours for all those courses.

**The General Grade:** Description of level of a student’s academic achievement during the period he studies at the college.

**The Academic Load:** Sum total of credit hours a student is allowed to register for during one semester. Minimum and Maximum academic load is determined according to the college bylaws.
Definition of Terms used in the Bylaw

**Grading System applicable at the college:** Appendix (B) shows the grading system used at the college including the points allotted to each grade. This point system includes a maximum GPA of 4.00.

**Major GPA:** The major GPA is the average grades a student obtained in all major modules and other accredited courses. The major GPA is calculated on the basis of the last grade a student obtains in the course.

**Credit Hour for a practical session:** The duration of a practical session is equivalent to (150-200) minutes with a minimum of (100) minutes for some programs.

**Credit Hour for Field Sessions:** Duration of a field session is equivalent to (150-200) minutes with a minimum of (100) minutes for some programs.

**Admission & Academic Standing Committee:** A consultative committee established by the Managing Director to study and made recommendations about transfer applications, readmissions, and dismissal cases in accordance with the bay-laws.

**Field Training:** Some students must spend, depending on their specialty, a period of fifteen (15) weeks in field training. Student should stay in touch with his academic advisor with regards to his field training.

**Summer Training:** Some student must spend, depending on their specialty, a period of eight (8) weeks in summer training. The student must complete the summer training duration before the end his last semester at the college.

**Graduation Project:** Some students, depending on their specializations, conduct a research study (theory or practice) during one full academic semester (15 weeks) within the required standards and principals learned during previous courses and which serve the purpose.
Admission of New Students

Article Two:

Based upon recommendation from department councils and related bodies in the college, the college council can determine the number of students to be admitted in the following academic year.

Executive Rule of Article Two:

1. The Office of Admission and Registration in coordination with the Deanship of Academic Affairs recommends to the college council the number of students to be admitted during the following academic year.

2. The office of Admission and Registration coordinates with academic departments in the college during the academic year to determine majors of students, who are expected to complete their prep-year program, according to their choice, certified norms, and possibility.

Article Three:

Requirements for Admission at the College:

A. He should have obtained a general high school certificate or its equivalent from inside or outside the kingdom of Saudi Arabia.
B. His high school certificate or its equivalent should not be older than five years. The College Council may make some exceptions if convincing reasons are provided.
C. He should be of a good conduct and behavior.
D. He should successfully pass any test or interview assigned by the college council.
E. He should be medically fit.
F. He should provide permission for study from his reference, if he works in government or private sector.
G. He should satisfy any other conditions the College Council determines, announced during application.

Executive Rule of Article Three:

1. Admission shall be granted to students who have obtained their secondary school certificate in the kingdom of Saudi Arabia either in Natural Sciences or Islamic sciences and Arabic (female students) or their equivalencies from outside the kingdom of Saudi Arabia.
2. He should not be dismissed from any other college or university for disciplinary reasons.
Article Four:

Differentiation between applicants who fulfill all requirements is based on the degree a student obtained in the high school certificate, personal interview, and admission exams if any.

Executive Rule of Article Four:

1. Admission will be cancelled for any student who has been informed of his admission but fails to report for registration on time.
2. All newly admitted students are required to complete the preparatory year program before starting their undergraduate study. Students may be exempted from part or all of this program according the related executive principles.

Study System

Article Five:

A. The student is graded in the study according to the operational rules approved by the College Council.
B. Degree plans are designed equivalent to at least eight (8) academic semesters for the university level.

The Executive Rules of Article Five:

1. The student assumes the responsibility of knowing and following up the academic system and the regulating bylaws including graduation requirements. The assistance and guidance of academic advisors will not exempt students from taking the academic responsibility. Therefore, students must know the study system and clearly understands graduation instructions. Every student should be permanently aware about emerging academic regulations. A student may seek assistance from the head of department or the academic advisor.
2. The college determines an academic advisor for every student to assist in matters related to his academic progress such as:
   a. choice of academic specialization which suits student’s choice and readability;
   b. understanding and interpreting the academic regulations;
   c. informing the student about the sequence of compulsory and selective courses and suggesting electives;
   d. monitoring student’s progress and performance;
   e. assisting in pre-registration and following up other registration stages;
   f. assisting in replacing some courses with others when necessary. The academic advisor is selected among faculty members in the academic department or in the college.
3. Undergraduate study is based on levels system
4. One academic semester for each level

5. Degree Plan:
   The courses of each degree are spread over eight levels at least. The compulsory as well as elective courses and the number of credit hours in each level that a student needs to successfully complete in order to graduate are clearly specified. This distribution of courses and credit hours is called “the Degree Plan”. All degree plans are approved by the College Council. The academic departments periodically review and update academic programs to provide the students with recent developments in the educational fields. The following rules apply to the degree plans:
   A student’s degree plan is referred to by a specific code number to be approved starting from the first semester of the university level.
   a. Academic departments determine and present to the college council a list of approved elective course and inform admission and registration office about it.
   b. In special circumstances, some students may change from one degree plan to another, provided the student fulfills all necessary graduation requirements.
   c. When introducing changes to the degree plan, it is anticipated that some course may not be offered, or be discontinued, or new courses may be included in the degree plan. Therefore, taking into account necessary time for educationally retarded students to complete their graduation requirements in accordance with the time schedule of their original degree plan.
   If the new degree plan requires studying a course that has been cancelled, and consequently it becomes impossible to register for such a course, the course in this case can substituted by an alternative course consistent in level, subject areas, and credit hours after approval of the academic advisor, department council, and college council. The Office of Admission & Registration should be informed about the approval of this substitution.
   d. A re-admitted student will be subject to the degree plan assigned to him during his last semester at the college if the degree plan is not cancelled. However, if this degree plan has been cancelled, he will be placed in the most recent plan in his major.
   e. Student is required to study within the framework of his degree plan. Once he fulfills all the requirements, he is nominated for graduation.

Article Six:

The academic system in some colleges may be on basis of full academic year, in accordance with the principles and procedures approved by the college council. The academic year is counted as two semesters.
Levels System

Article Seven:

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

Article Eight:

The College Council sets the regulations of registration, addition and dropping of the courses within the levels of the approved degree plan as it guarantees registration of the minimum of the academic load.

A. Courses of each specialization are distributed on levels and are determined for each level a number of credit hours in accordance with the requirements of the approved degree plan.

B. Students who have not failed in the course of their studies are successfully promoted from lower to higher academic level in accordance with the approved degree plan.

C. Students who have failed some courses are registered in courses with the minimum allowed semester Course Load provided that:
   1. there should be no conflict in their academic schedule;
   2. they should fulfill all prerequisite requirements;
   3. they will not be allowed to take courses from next levels except to complete the minimum course load.

The Executive Rule for Article Eight:

1. Academic Load:
   Academic load refers to the total credit hours for the courses the student registers for in the regular semester or summer semester. Academic load differs from specialization to another and it is determined as per the following regulations:

   a. The Minimum and the maximum academic load in a regular semester:
      The minimum academic load is twelve (12) credit hours during a regular semester. Senior graduating students are exempted from this condition in their last semester. The maximum academic load is (19) credit hours. However, a student is permitted, after approval of the
department chairperson, to register for 21 credit hours if his GPA in the last two semesters is not less than (3.00) out of (4.00).

b. Minimum and Maximum academic load in a summer session:
The minimum academic load in a summer session is 1 credit hour and the maximum is 8 credit hours.

c. Minimum and Maximum academic load for a student on Academic Warning:
The minimum academic load in such cases is 12 credit hours in each regular semester. The maximum is not more than 13 credit hours in each regular semester; and 6 credit hours in the summer semester.

d. Minimum and Maximum academic load for a student in his last term before graduation:
The minimum academic load for a student at his last academic semester 1 credit hour and the maximum is 20 credit hours during a regular semester. The Managing Director or his delegate, has the authority of approval of the increase of the maximum academic load for a student about to graduate provided that the total of credit hours does not accede 24 hours in a regular semester or (9) credit hours in a summer session.

2. Registration Procedures

2.1 Early Registration:
Students can be automatically registered (student’s application is not necessary if he is not academically dismissed) before the start of each academic semester in accordance with the student’s schedule progressively from low levels of the degree plan and as permitted by the student status.

2.2 Formal Registration:
Formal registration of all students is held at the beginning of each semester or summer session as indicated in the academic calendar. The student must complete the procedures of registration by himself; he is not entitled to assign this responsibility to his representative at all.

2.3 Late Registration:
A student who missed the formal registration can register as per the academic calendar.

2.4 Dropping and Adding Courses:
The student may change his academic schedule by adding or dropping some courses. Student can add additional courses within the first five (5) days of the regular semester (within 3 days in the summer session). Course dropping takes place during the first two weeks of the regular semester (during the first week of summer session). Dropped courses will not appear on the
students’ transcript. In addition to the approval of academic advisor before a student adds or drops any course, the following conditions must be met:

One: Dropping Courses

a. Not exceeding the allowed limit of the minimum academic load for registration (see operational rules of Article eight).
b. The course added should not result in a conflict in the student’s academic schedule.
c. The ability to register in one of the available sections of the course to be added
d. Passing the previous requirements

Two: Adding Courses

a. The academic load should not exceed the maximum allowed limit for registration (see operational rules of Article eight).
b. Added courses should not result in a conflict in the student’s academic schedule.
c. The ability to register in one of the available sections of the course to be added
d. Passing the previous requirements

Three: Changing Sections

Distribution of registered students on different sections takes into consideration the student’s new schedule and their equitable number per section. A student applying for a section change should follow the below steps:

a. Select a section which its time does not conflict with the student’s academic schedule.
b. Fill out the section change form and obtain approval of the department chairperson offering the course;
c. Submit the section change form along with the student’s academic schedule to the office of admission and registration and then receive the new schedule;
d. The office of admission and registration will implement the section change if the maximum enrollment in the requested section has not been reached;
e. Section change requests will only be considered during the period determined by the office of admission and registration.
2.5. **Attending a Course as a Listener (Auditing)**

A student can change the status of a course for which he is already registered from regular to listener after agreement with the course teacher and subsequent approval of the head of academic department offering the course, the academic advisor, and the chair of the student’s major department. The applicant for this status has to take into account the following considerations:

a. A student can audit a course only if he is expecting to graduate in the current semester;
b. A student cannot audit a course that is required for graduation;
c. The ‘audit’ status for a course cannot be changed to ‘credit’ status course during the semester;
d. Once a course has been audited, it cannot be repeated for credit in subsequent semester(s);
e. The deadline for receiving audit requests by the office of admission and registration is the last day for dropping courses with grade “Withdrawal with Excuse” as specified in the academic calendar.

2.6. **Course Substitution in the Degree Plan:**

A student is qualified for graduation when he meets all requirements of the degree program he joined at the time he commenced his studies. If certain courses are discontinued during a student’s course of studies in a particular degree program, or changes are made to the contents of a course, or a new curriculum is adopted and that does not include certain courses required by the student, alternative courses will be substituted that are consistent in level, subject area, and credit hours with those in the program for which substitutions are required. All substitutions in a student’s degree plan must be forwarded to the office of admission and registration after obtaining the consent of the specialized academic deputy.
2.7. **Academic Status Report:**

Student’s academic status is specified at the end of each academic semester and will appear on the transcript that shows his achievements throughout his undergraduate study knowing that the summer session has no effect on the academic status. Cases of academic status are explained below:

**Good Standing:**
The student’s status is good as long as he maintains a GPA above (2.00). Students are expected to maintain this standing until their graduation.

**Academic Warning:**
A student is given this status after posting of final grades at the end of each regular semester if his GPA is less than 2.00 from 4.00.

2.8. **Cancellation of Academic warning status:**
a student academic warning will be cancelled if his end of semester cumulative GPA is 2.00 or more from 4.00.

2.9. **Enrollment in Field Training Program:**

Some students are required, according to their specializations and according to their degree plan, to spend a fifteen week training period in their major field. A student is eligible to register in this program provided that he has completed the prescribed pre-requisite of the field training chart. The student must stay in permanent contact with his academic advisor with regards to his training program. When field training is not available, senior project can be adopted in accordance with the criteria set by the respective department.

2.10. **Enrollment in Summer Training:**

Some students are required, depending on their specializations, to spend an eight-week summer training period in their major field. Student has to complete summer training period before his last semester at the college. A student is eligible to register in this program if he accumulates more than 65 credit hours in the academic program he is registered in.

2.11. **Awarding Student Double Degrees:**

2.11.1. Students are encouraged to get only one degree. However, it is possible for a student to apply for dual degrees at the same time provided that his GPA is not less than 3.00 out of 4.00 after completing at least 32 credit hours and after approval of the concerned department councils or college councils. A student is awarded a dual degree if he meets the following requirements:

a- Completing all required courses and obtaining the required GPA for each degree.

b- The sum total of credit hours for each degree must be not less than (28) hours

c- If the co-op program is a requirement in both specializations, the student can take one co-op only and substitute the second one with other courses which the college councils and department councils determine according to the degree plans of the two degrees.
d- If the summer training is a requirement in both specializations, the student can take one program only based on a recommendation from the two college councils and the academic departments.

2.11.2. After the student graduated and earning a degree from the college, and then wanted to get another degree, he should submit a request to the committee of admission and academic standing.

3. Academic Record:

3.1. At the end of each academic term, the student is provided with a copy of his academic record. No additional copy of the transcript is issued or sent to any outside institution except with a written request from the student. Also, no partial records are issued. The transcript must include the complete academic record of the student from the date of admission to the issue date.

3.2. The accuracy and privacy of information in student’s academic record is of extreme importance and errors should be immediately brought to the attention of the office of admission and registration.

Attendance and Withdrawal

Article Nine:

The regular student must attend the lectures and the classes (practical and theory). He shall be debarred from taking the course and from the final examination if the percentage of his attendance is less than the percentage fixed by the College Council, provided it is not less than (75%) of the lectures and practical classes 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 Executive Rule for Article Nine:

1. The student shall be debarred from the taking course and from entering the final examination, and he will be awarded the denial grade (DN) if the percentage of his absence without and acceptable excuse exceeds (25%) of the total lectures and classes (theory and practice).

2. The regular student shall be debarred from taking the course and debarred from entering the final examination if the percentage of his attendance is less than (66.7%) of the total lectures and classes (theory and practice) of a course whether his absence is with or without excuse. In this case, the student will be given a “Withdraw with Excuse” (W) in the course provided that the percentage of his absence without excuse does not exceed (20%) of the lectures and classes (theory and practice). If the percentage of absence without excuse exceeds (20%), item one of this article will be implemented.
Article Ten:

The College Council or whoever it delegates may, exceptionally, remove the exclusion and allow the student for entering the examination, provided he will give an acceptable excuse to the council. The College Council will determine the percentage of absence, provided it shall not be less than (50%) of the lectures and classes for the course.

The Executive Rule for Article Ten:

The College Council or whoever it delegates may, exceptionally, remove the exclusion and allow the student for entering the examination, provided he will give an acceptable excuse to the council provided that that the percentage of attendance is not less than (66.7%) of the lectures and classes for the course.

Article Eleven:

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

Article Twelve:

If the student is not able to sit for the final examination in any course of the semester, for a compulsive excuse, the College Council in very urgent cases may accept this 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 Executive Rule for Article Twelve:

1. The student gives his excuse to the College Deanship of Students’ Affairs requesting a substitute exam within a period not exceeding the following semester.
2. The Deanship of Students’ Affairs will examine student’s excuse and submit recommendations to the College Council or whoever it delegates to accept student’s excuse and allowing him sitting for a substitute exam 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.

Article Thirteen:

a. The student may withdraw from the semester without being considered as failure if he provides and acceptable excuse to the authority specified by the College Council, within a period of time specified by the operational rules, approved by the College 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 the graduation.

b. The student may withdraw from one course or more in a semester with an excuse, according to the operational rules approved by the college council.
The Executive Rule for Article Thirteen:

1. The office of Admission and Registration processes all applications for withdrawal, and submits its recommendations to the college deputy for further action.
2. In case a student has earned some grades before he submitted his withdrawal request, the earned grades will appear in his academic transcript, and he will be given a withdrawal with excuse (W) in the remaining courses.
3. A student may withdraw from studying a semester and withdraw from all courses within the period stated in the article (after week ten (10) and before end of week fourteen (14), provided that he presents an acceptable excuse. The student will be given grade (WE) if his performance is satisfactory. However, if his performance is unsatisfactory, he will be given grade (WF. Grade will be determined based on the student’s performance before applying for withdrawal.
4. Withdrawal chances shall not exceed two consecutive or three non-consecutive semesters after which period the student’s registration will be cancelled. The college MD may consider some exceptional cases.

A student may withdraw from one or more courses before the end of week six of the main semester with a grade (W) provided that he does not fall under the minimum academic load.

Deferral and Leaving Study

Article Fourteen:

The student may apply for deferral of study for reasons acceptable to the College Council. Duration of deferral should not exceed two consecutive semesters, or maximally, three non-consecutive semesters throughout his study in the college. After that, his registration shall be cancelled. The College 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 Executive Rule of Article Fourteen:

The Deputy of Students’ Affairs processes and decides on the request for deferral of study for one semester. The deferral request can be referred to the College Council.

Article Fifteen:

If the regular student leaves study for one semester without deferral, his registration in the college shall be cancelled. The College 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.

Article Sixteen:

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

Article Seventeen:

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

a. Application for re-registration within four semesters from the date of registration closing.
b. The College Council and the relevant authorities should approve the re-registration of the student.
c. If four semesters or more lapsed after student’s registration closing, he can apply to the college as a newcomer without reference to his previous academic record provided that all declared admission requirements apply for him. The student may not be re-registered more than once. The College Council, if necessary, has the right for exception to that.
d. The student whose registration is closed may not be re-registered if he is academically dismissed.

The Executive Rules of Article Seventeen:

1. The student whose registration is closed can apply to the office of admission and registration for re-registration before the beginning of the semester he wants to register in according to the specified dates.
2. The Academic Evaluation Committee processes the request for re-registration and makes recommendations to the College Council or to whoever it delegates for decision taking.
3. If four semesters or more lapsed since the student’s registration closing, he can apply to the college as a newcomer provided all admission requirements are applicable to him. He will be given a new number and his previous grades will not be counted but it will be reflected on his new academic record.
4. This article is not applicable for students dismissed from the college for disciplinary or academic reasons.

Article Eighteen:

A student who has been dismissed from the College for academic or disciplinary reasons or from another university for disciplinary reasons will not be re-registered. If it appears after re-registration that the student has been dismissed for the above similar reasons his registration is considered null from the re-registration date.
Graduation

Article Nineteen:

The student graduates after successfully completing the graduation requirements according to the degree plan provided that his Cumulative Average is not less than the Pass grade. Based on the recommendation of the specialized department council, the College Council 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 Article Nineteen:

1. The student is required to pursue his degree plan and complete all requirements before graduation.
2. The Office of Admission and Registration, in coordination with academic departments, will review the academic records of students candidates for graduation and make sure they meet all graduation requirements.
3. A student must obtain a cumulative GPA of 2.00 or above (out of 4.00) to graduate.

Based on student’s request, a re-calculation of the GPA is applicable when the required average for graduation is low provided that the student has successfully completed the required courses for obtaining an academic degree based on recommendation from the College Council and in coordination with the Office of Admission and Registration and the approval of the College Council provided that the student’s GPA does not exceed (2.00) out of (4.00) after re-calculation.

3.1- Cumulative GPA Re-calculation Rules:

a. To exclude any previous grade of a course studied by a student, this later must have successfully repeated the course and obtained grade D or higher.

b. The grades, F, DN, WF and D may be excluded by subtracting the number of credit hours of a certain course from the total credit hours used in calculating the student’s cumulative GPA, and subtracting the quality points assigned to these credit hours from the total quality points used for calculating the student’s cumulative GPA.

c. The total credit hours of the courses to be excluded from the cumulative GPA calculation should not exceed 24 credit hours.

d. The academic record must include all the grades of the courses taken by the student, showing the grades earned on each occasion. A special mark should be introduced to identify the courses which have been excluded from the cumulative GPA calculation. The academic record should show the re-calculated cumulative GPA.

4.2. No change is to be introduced to the academic record after the graduation document is issued.

4.3. The rules of re-calculation of cumulative GPA will be applied to course the student has repeated at Jubail University College.

4.4. Under no circumstances will the re-calculation of cumulative GPA raise the GPA above 2.00, which is the minimum required to satisfy graduation requirements.

4. To obtain a degree from Jubail University College, a student should have actually studied at the college a minimum of 36 credit hours and completing at least 18 credit hours in his major.
5. The Office of Admission and Registration should thoroughly review all students’ academic records to ensure that all graduation requirements have been fulfilled.
6. The Office of Admission and Registration submits a draft recommendation to the College Council listing the students nominated for graduation at the end of each semester.
7. The Office of Admission and Registration submits a draft recommendation to the College Council listing the students who completed all graduation requirements and who are actually graduated.
8. A graduating student must obtain a clearance form from the Office of Admission and Registration and have it signed by the following departments: the Central Library, the Book Store, Security, the Medical Center, Student Housing, Specialization Academic Department, Student Fund, Office of Admission and Registration, Financial affairs, and any other departments specified by the college deputyship for Students’ affairs.
9. The Office of Admission and Registration prepares and issues the official graduation certificates and degrees and maintains copies of these documents.

Dismissal from the College

Article Twenty:

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

a. If he has got maximally three consecutive probations because of his decreasing CGPA to less than (2.0 of 5 or 1.0 of 4), and the College Council can give a fourth opportunity for those who can raise their CGPA through studying the available courses.

b. If a student did not complete the requirements of graduation maximally within half the period prescribed for graduation in addition to the period of the program, the College Council may give the student an exceptional opportunity to complete the graduation requirements within a period that should not exceed twice the allocated period for graduation.

c. The College 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 Executive Rule for Article Twenty

A student is dismissed in the following cases:

1. A student is dismissed if he obtains 3 warnings because of his CGPA is less than 2.00.
2. The College Council or whoever it delegates, based on a recommendation from the Academic Evaluation Committee, may give a fourth chance to student who can raise his CGPA.
3. A student is dismissed if he does not complete the requirements of graduation maximally within half the period of his graduation added to the period of the program.

4. The College Council or whoever it delegates may give an exceptional chance to a student in order to complete the graduation requirements maximally within a period not exceeding double the fixed graduation period.
5. The Office of Admission and Registration notifies the student of his dismissal and cancels his registration.

6. A dismissed student is obliged to obtain a clearance form from the Deputyship of Students’ Affairs and have it signed by all relevant departments as stated in Article Nineteen.

External Study

Article Twenty one:

It is permissible for the College Council, on a recommendation of academic departments, to adopt study on external basis in the College and in specializations which nature of study allows that. The College Council sets the principles and the procedures governing that according to the following guidelines:

a. The required credit hours for graduation for an external student should not be less than the required credit hours for regular students in specializations for external study.
b. The external student is treated equally with a regular student concerning, grades, transfer, dismissal, re-registration, etc. except for attendance of classes.
c. The College Council, based on academic departments’ recommendation, may set the required principles for the evaluation of the achievement of the external students.
d. It has to be stated in the academic record, graduation certificate, and degree that the student studied as “External”.

Examinations and Grades

Article Twenty Two:

The College Council determines, based on a proposal from the council of the department offering the course, a grade for the semester’s works which should not be less than (30%) of the final grade of the course.

Article Twenty Three:

The grade of semester’s works is calculated in one of the following ways:

a. Oral tests or practical tests, researches, classroom activities, some or all of them, including one written exam.
b. Two written tests at least.
Article Twenty Four:

The College Council, based on a proposal from the specialized department council, can include the final examination in any course, practice or oral tests. It may also determine the specified scores of those exams out of the final exam.

Article Twenty Five:

The council of the department assuming the teaching of the course, based on a recommendation from the module teacher, may allow the student to complete the requirements of any course in the following semester. The grade incomplete (IC) would be stated in the student’s transcript. Nothing will be included in the calculation of the Grade Point Average nor the Cumulative Grade Point Average accept the grade the student obtains after completing the requirements of the 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 (GPA) and (CGPA).

The Executive Rule for Article Twenty Five:

1. The course teacher may allow a student to complete the course requirements in the following semester provided the student has exceptional circumstances beyond his scope.
2. The course instructor recommends assigning an IC grade after identifying the work and the time required to complete course assignments.
3. The course instructor should submit a report to the Department Chair indicating the reasons and justifications for assigning the IC grade and the work and time required to complete the course.
4. Upon the recommendation of the course instructor, the Department Chair can allow a student to complete the course requirements during the following semester.
5. The student must complete the course requirements within a period of time that does not exceed the end of the following semester. However, for the following cases may be exempted from this situation:
   a. Students registered in the co-operative program are allowed to extend for another semester the completion of courses requirements after the approval of the Department Chair.
   b. If a student receives an incomplete grade for a course in the semester prior to his registration in the cooperative program, he may be given a maximum period of one semester after finishing his cooperative program in order to complete the requirements of the incomplete course.
6. After the student has completed the requirements of the incomplete course within the allowed period, the course instructor shall change the student's grade from IC to the grade he has obtained in the course provided that it was obtained during one semester following the semester when he had received the IC grade. The course instructor shall also inform the Office of admission & registration of the student's new grade.
7. The Office of Admission & Registration shall change the IC grade into an F grade, and notify the student and the head of department, if the instructor does not change the grade within the specified period of time.
8. If a student registers in a semester following the one in which he obtained an IC but does not complete the course requirements, the Office of Admission and Registration changes the IC grade to F.

9. An (IC) grade results in the suspension of the student’s CGPA, including excellent grades, for that semester.

10. A student is not allowed to register a course if he has obtained an (IC) grade in his prerequisite course.

**Article Twenty Six:**

Courses involving seminars, researches, fieldwork, or courses of practical nature may be excluded from some or all the provisions of Articles 22, 23 & 25 by decision from the College Council based on a recommendation of the department offering the course. The College Council determines the measurement of the student’s achievement in such courses.

**Article Twenty Seven:**

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

**Article Twenty Eight:**

The grades the student obtains are counted as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Grade Code</th>
<th>Grade Weight out of (5)</th>
<th>Grade Weight out of (4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>Exceptional</td>
<td>A+</td>
<td>5.00</td>
<td>4.00</td>
</tr>
<tr>
<td>90 to less than 95</td>
<td>Excellent</td>
<td>A</td>
<td>4.75</td>
<td>3.75</td>
</tr>
<tr>
<td>85 to less than 90</td>
<td>Superior</td>
<td>B+</td>
<td>4.50</td>
<td>3.50</td>
</tr>
<tr>
<td>80 to less than 85</td>
<td>Very Good</td>
<td>B</td>
<td>4.00</td>
<td>3.00</td>
</tr>
<tr>
<td>75 to less than 80</td>
<td>Above Average</td>
<td>C+</td>
<td>3.50</td>
<td>2.50</td>
</tr>
<tr>
<td>70 to less than 75</td>
<td>Good</td>
<td>C</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>65 to less than 70</td>
<td>High Pass</td>
<td>D+</td>
<td>2.50</td>
<td>1.50</td>
</tr>
<tr>
<td>60 to less than 65</td>
<td>Pass</td>
<td>D</td>
<td>2.00</td>
<td>1.00</td>
</tr>
<tr>
<td>Less than 60</td>
<td>Fail</td>
<td>F</td>
<td>1.00</td>
<td>0</td>
</tr>
</tbody>
</table>
The Executive Rule for Article Twenty Eight:

1. The student’s final course grade will be one of the above nine levels and his grades will be calculated in accordance with the above table. The course instructor may consider both the grade average and the standard deviation in determining the student’s end-of-course grade which reflects his achievement in the course. The Office of Admission & Registration will be informed of the student’s final grades in accordance with the forms prepared for this purpose.

2. The grade AU will be assigned to students who attend a course as auditors without being given any grades, regardless of their performance in the course. The effect of this assignment on the student’s cumulative or semester grade is the same as the grade ‘no grade passes’ or NP. The instructor informs the Deanship of Admission & Registration in the event the student absents himself from more than one third of the classes, in which case the course will be eliminated from his record.

3. The grades NP or F are assigned for courses offered on the basis of pass or fail, such as summer training.

4. The grade Withdraw with Performance (WP) is given to a student who officially withdraws from all courses after the period of withdrawal with permission. Such a grade will be given upon confirmation that the student’s performance was satisfactory and that his unexcused absences were less than 20% of the lecture and laboratory sessions scheduled for the course at the time of withdrawal. This grade does not affect the student’s cumulative GPA.

5. The grade Withdraw with Fail (WF) is assigned to a student who officially withdraws from all courses after the period of withdrawal with permission, if his performance was unsatisfactory. A student who obtains such a grade is considered as having failed the course and the grade is included in the calculation of his CGPA and will treated as (F).

Article Twenty Nine:

When the student graduates based on his Cumulative GPA, the general grade for the CGPA will be as follows:

1. (Excellent) if the CGPA is not less than 4.00 out of 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 rom 1.00 to less than 1.75 out of 4.00.

The Executive Rule for Article Twenty Nine:

When the student graduates based on his Cumulative GPA, the general grade for the CGPA will be as follows:

1. (Excellent) if the CGPA is not less than 3.50 out of 4.00.
2. (Very Good) if the CGPA is from 2.75-to less than 3.50.
3. (Good) if the CGPA is from 2.00 to less than 3.75.
Article Thirty:

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:

a. The student should not have failed in any course during his studies at the College or any other university.

b. The student should have completed the requirements of graduation within a period not more than the average between the maximum and the minimum period for staying in his college.

c. The student should have studied at least 60% of graduation requirements at the College from which he will obtain the degree.

The Executive Rule for Article Thirty:

1. Third Class Honors will be granted to students who achieve a CGPA of more than (3:00) but on whom the requirements for obtaining the First and the Second class honors are not applicable. To obtain a Third Class Honors, items (b & c) in article thirty are required.

2. At the end of each semester, the Office of Admission & Registration records the names of distinguished students on the College distinction list on the basis of their semester GPA and the quality points earned in this semester as follows:

   a. 1st Distinction Rank 3.75 – 4.00 and that the number of points is not less than 60 points.
   b. 2nd Distinction Rank 3.50 – 3.74 and that the number of points is not less than 56 points.
   c. 3rd Distinction Rank 3 – 3.49 and that the number of points is not less than 48 points.

3. A student is awarded the grade ‘Excellent’ for an academic year if he achieves the distinction in both the first and second semesters of that year.

4. A student is awarded half the excellence award in a semester in the event that he obtains one of the distinction ranks.
Final Examination Procedure

Article Thirty One:

The College Council may set up a committee to coordinate with the departments in organizing the Final Examinations. This committee shall be responsible for reviewing the grade rosters and submitting them to the relevant committee within a period of three days from the examination date of each course.

The Executive Rule for Article Thirty One:

All final grades must be submitted to students during the specified deadline in the academic calendar.

Article Thirty Two:

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

The Executive Rule for Article Thirty Two:

Course instructors should carefully and in a strict confidentiality prepare his examinations; he is the first responsible for having the examinations printed and taken from the copying center.

Article Thirty Three:

The course instructor writes the examination questions. However, if the need arises, the College Council can assign whomever he designs to do the write the questions based upon the recommendation of the Department Chair.

Article Thirty Four:

The course instructor grades the papers of the final examination of his course. The Department Chair may, when necessary, assign one or more additional instructors to participate in the grading process. The College Council may also assign the grading process to another instructor, when the need arises.

The Executive Rules for Article Thirty Four:

In the case of common examinations for a multi-section course, the grading of the examination may be assigned to course instructors regardless of which section anyone of them teaches.
**Article Thirty Five:**

The instructor who corrects the final examination paper shall record the marks obtained by the students on the final grade rosters prepared for this purpose, sign his name on the grade sheet and have it signed by the Department Chair.

**The Executive Rule for Article Thirty Five:**

1. A course instructor enters his students’ grades on the forms prepared by the Office of Admission & Registration and signs the forms.
2. The course instructor presents his students’ grades records forms to the Chair of the Department for signature.
3. The course teacher submits his students’ grades records forms to the Office of Admission and Registration without delay and within the deadline set by the Deputy of Academic Affairs.
4. No grade shall be reviewed or changed after the submission of the grade rosters to the Office of Admission & Registration without a written request from the course instructor explaining the occurrence of an error. Such requests must be endorsed by the Department Chair and Deputyship of Academic Affairs. The Office of Admission & Registration should be informed of these changes no later than the beginning of the final examination period of the following semester. The grade will be corrected in the student’s record.

**Article Thirty Six:**

A student may not be examined in more than two courses on the same day. The College Council shall have the right to make an exception to this rule.

**The Executive Rule for Article Thirty Six:**

1. The Office of Admission & Registration schedules students’ examinations in such a way that no student is given more than two examinations on the same day.
2. Every semester, the Office of Admission & Registration prepares the schedule of the final examinations including the date, time and exams locations to achieve the following objectives:
   a. Having a final examination schedule free of conflicts to the maximum extent possible.
   b. The reservation of classrooms and exam halls.
   c. Informing academic departments and students about final exams schedules via the posting of schedules within a period not less than one week from the beginning of final exams sessions specified in the academic calendar.
3. All course instructors and students should comply with the examination schedule prepared by the Office of Admission & Registration.
4. In the event of a conflict in a student’s final examinations, the course instructors may provide make-up examinations for such courses with the approval of the Office of Admission & Registration, the Deputyship of Academics and the Chairman of the Department concerned. The make-up exam is to be given during the final examination period.
5. The schedule of a final examination of a certain course may be changed for acceptable reasons upon the proposal of the course instructor and the recommendation of the Department Chair. The College Council in coordination with the Office of Admission & Registration may decide on such cases taking into consideration the fact that the new date and time of the final exam of this course must fall within the final examination period.

6. The instructor of a course which does not require final examinations, in accordance with its approved course description, may give alternative examinations or alternative assignments for the students instead of the final examination.

**Article Thirty Seven:**

A student is not allowed to sit in for the final examination after the lapse of half an hour from the start of the exam. Also, a student is not allowed to leave the exam room before the lapse of half an hour from the start of the exam.

**Article Thirty Eight:**

Cheating, attempt cheating, violation of instructions and exam procedures are affairs students are penalized for according to the student disciplinary regulations issued by the College Council.

**The Executive Rule for Article Thirty Eight:**

1. Cheating is an act of obscenity and immoral, and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
2. All academic works and materials submitted for assessment must be done by the assigned student without any whatever unauthorized assistance.
3. Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.
4. The course teacher who discovers his student cheating in homework assignments or any other requirements of the course has to take appropriate action such as giving the student grade zero “0” in the assignment or the homework in question and after that, the teacher will submit a written report to the department chair who will submit it to the Deputy of Academic Affairs. The College Council or whomsoever it delegates and based on its estimation may approve the instructor’s action taken against his student or raise the case to the Academic Disciplinary Committee for reviewing the case and submitting recommendations to the Managing Director of the College as per the Student Disciplinary Regulations. A student has the right to appeal to the Deputyship of Students Affairs within one week of the notification of the disciplinary decision.

5. A course instructor or supervisor of a course examination who discovers that a student is cheating or attempting to cheat in any of the written examinations must give the student a grade zero in that examination. He should also submit a report containing his or recommendations to the chair of the department offering the course. The course teacher may take another decision, and according to his estimation, such as to give the student an F grade in that
course. The Department Chair should submit his report on the case to the Deputyship of Student Affairs. The College Council or whosoever it delegates, at its discretion, may approve the disciplinary action taken by the course teacher against the student or submit the case to the Student Disciplinary Committee which will investigate the case and give its recommendations to the Managing Director in accordance with the Regulations of Students Discipline Rules.

**Article Thirty Nine:**

The Council of the Department which offers a course may, when necessary, agree to re-correct exam answer papers within a period not exceeding the beginning of the examinations of the following Semester.

**The Executive Rule for Article Thirty Nine:**

1. A student, who feels that his grades of a given course are unfairly estimated, may apply to the Deputy of Academic Affairs for a re-correction of exam answer papers provided that the request must be submitted no later than a month after the end of the period of the final exams of the semester in which the student request the re-correction of one of its courses.
2. The student should not have previously twice requested re-correction of final exam answer papers and that his request was proven invalid.
3. A student does not have the right to request a remarking of his examination answer paper of more than one course per semester.
4. Filling out exam re-correction form at the Office of Admission & Registration.
5. A tuition of (500 Saudi Riyals) is to be paid for the remarking of each exam. This sum is to be reimbursed to the student if proven that the grade given was less than what the student deserves; otherwise the tuition will be confiscated. It is noteworthy that in cases of multi-skills and multi-subjects courses, each test of these skills is counted as an independent subject.
6. When exam re-correction is approved, the department council sets up a committee composed of three faculty members at least to re-correct the exam answer paper. After that, the committee submits a report to the Deputy of Academic Affairs and then to the Deanship of Students’ Affairs.

**Article Forty:**

The College Council determines, based on the recommendation of the specialized department council, the duration of the final written exam provided that it not less than one hour and not exceeding three hours.

**Article Forty One:**

Consistent with provisions set forth in Articles 31-40, the College Council shall set the regulating rules for final examinations procedure.
Transfer

Transfer from a University to the College

Article Forty Two:

A student’s transfer may be accepted according to the following regulations:

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

The Executive Rule for Article Forty Two:

All transfer applications are submitted to the Academic Evaluation Committee which studies the application and ensures that the applicant fulfills the requirements of this article, in addition to any other provisions the Committee deems necessary, in coordination with the departments concerned. Moreover, the number of credits a transferred student is required to study at the College shall not be less than 60% of the total credit hours required for a degree.

Article Forty Three:

The College Council equates the courses the student passes in another university, according to a recommendation of the departments offering 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 for Article Forty Three:

The Academic Evaluation Committee, in coordination with the academic departments, equates the courses the students studies in other universities. The following conditions are required for any course equivalency:

   1. Student has obtained a grade of C or above in that course;
   2. has studies at a recognized College or University;
   3. the course taken in another university must be identical in all its aspects to one of the courses which are included in the College degree requirements;
   4. The grade earned by the student in the course is not included in the student’s cumulative GPA.
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 College.

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 college 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 regulations approved by the University Council.

The Executive Rule for Article Forty Six:

1. A student may transfer from one college to another within the university before he completes his sixth study level.
2. The student should continue to study all the courses registered for in the semester prior to the transfer, in compliance with the adding and dropping rules.
3. The transfer from one college to another will be recorded in the academic record of the student the term following his transfer.
4. A student is allowed a maximum of two transfers from one college to another.

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 at the college.

Transfer from Specialization to Another

Article Forty Eight:

On the approval of the College Managing Director, a student may transfer from one specialization to another within the college, according to the regulations set by the College Council.
**The Executive Rule for Article Forty Eight:**

A student may transfer from one specialization to another within the college at any time before he completes level six of study. The College Council or whoever it delegates may decide on exceptional cases after level six.

1. Transfer procedure should be written in the academic register of the student starting from the term following the transfer.
2. The student may transfer twice from one major to another in the same college. The College Council may study the exceptional cases.
3. A student may transfer from a specialization to another based on the regulations set by the College Council.

**Visiting Student**

**Article Fifty:**

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

a. The student has to get the approval of the college in which he intends to study as a visiting student prior to admission.
b. The college or the university in which he intends to study should be a recognized institution.
c. The courses to be studied in another college should be equivalent to the requirements of graduation.
d. 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).
e. The College Council determines the maximum percentage of credit hours to be considered for the visiting student.
f. The courses equated for the visiting student are not counted within his CGPA.
g. Any other conditions set by the College Council.

**The Executive Rule for Article Fifty:**

**Firstly:** any student from Jubail University College who wants to study as a visiting student:

1. Study during a regular semester
   a. The Department Council sets up a committee to study the outside courses which the student plans to take in another university and determines the equivalent College courses.
   b. The student should submit to the Chair of the academic department a written application for approval of the courses he intends to take at the College that he will visit. The student may also submit this application after completing the course(s) if he has been unable to get prior approval. The final decision whether or not to accept a course for transfer is made by the committee formed in article (a) above.
c. The College will continue paying the stipend to a student in the event that he is studying in a University within the Kingdom of Saudi Arabia. The student shall submit what proves. That provided that he has completed a minimum of 12 credit hours of study in a semester at that university.

d. The financial award shall be suspended if the student had studied outside the Kingdom of Saudi Arabia.

e. Taking into account the degree requirements, the maximum total credit hours that can be transferred from outside the College is 48, and the student’s grade in each transferred course must not be lower than C. These grades are not included in the calculation of cumulative or major GPA.

f. The maximum number of semesters a student is allowed to spend as a visiting student outside College is three (3) semesters whether consecutive or separate.

1. Study during the summer semester
   a. Are applicable in this case the precedent points (a, b, and e) with the continuation of paying the stipend by Jubail University College

Secondly: Any student from another university who wants to study as visitor at Jubail University College

1. Study during a regular semester or summer semester:
   a. The visiting student must satisfy all the requirements of the courses for which he is intending to register (whether co-requisite or pre-requisite requirements).
   b. The courses for which a student wishes to register must be available and not fully enrolled.
   c. All courses should be recorded in one academic record including all courses studied at this College while a regular or visiting student.
   d. No financial award is granted to the student by J.U.C.
   e. A visiting student can be supplied with text books according to the regulations governing that process.
   f. In the event of a student wishing to transfer to Jubail University College, Article 42 of this document will be applied.

General Provisions

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

Article Fifty Two:
The College Council sets the operational rules that do not clash with the principles of this bylaw.

The Executive Rule for Article Fifty Two:
The College Council has the right to interpret and to modify the operational rules accompanying this bylaw

Article Fifty Three:
The Higher Education Council the right to interpret this bylaw.
The Executive Rule for Article Fifty Three:
The Higher Council of RC’s colleges and institutes has the right to interpret this bylaw.

Appendices

Appendix (A)

Academic Record and Grade Codes

Academic Record:
It is a statement showing 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.

Grade Codes

<table>
<thead>
<tr>
<th>Meaning (English)</th>
<th>Meaning (Arabic)</th>
<th>Points</th>
<th>Degree border</th>
<th>Code (Arabic)</th>
<th>Code (English)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>ممتاز مرتفع</td>
<td>4.00</td>
<td>95-100</td>
<td>ا+</td>
<td>A+</td>
</tr>
<tr>
<td>Excellent</td>
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<td>3.75</td>
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<td>ا</td>
<td>A</td>
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<td>Superior</td>
<td>جيد جداً مرتفع</td>
<td>3.50</td>
<td>85 less than 90</td>
<td>ب+</td>
<td>B+</td>
</tr>
<tr>
<td>Very Good</td>
<td>جيد جداً</td>
<td>3.00</td>
<td>80 less than 85</td>
<td>ب</td>
<td>B</td>
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<td>Above Average</td>
<td>جيد مرتفع</td>
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<td>75 less than 80</td>
<td>ج+</td>
<td>C+</td>
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<td>70 less than 75</td>
<td>ج</td>
<td>C</td>
</tr>
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<td>High Pass</td>
<td>مقبول مرتفع</td>
<td>1.50</td>
<td>65 less than 70</td>
<td>د+</td>
<td>D+</td>
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<td>Pass</td>
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<td>1.00</td>
<td>60 less than 65</td>
<td>د</td>
<td>D</td>
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<tr>
<td>Fail</td>
<td>راسب</td>
<td>0</td>
<td>less than 60</td>
<td>هـ</td>
<td>F</td>
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<tr>
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<td>مستمر</td>
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<td>IP</td>
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<td>غير مكتمل</td>
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<td></td>
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<td>IC</td>
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<tr>
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<td>DN</td>
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<tr>
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<td>ناجح دون درجة</td>
<td></td>
<td>60 and more</td>
<td>ن</td>
<td>NP</td>
</tr>
<tr>
<td>No grade Fail</td>
<td>راسب دون درجة</td>
<td></td>
<td>Less than 60</td>
<td>هـ</td>
<td>NF</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>منسحب بعذر</td>
<td></td>
<td></td>
<td>غ</td>
<td>W</td>
</tr>
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</table>
## Appendix (B)

### Grades used at Jubail University College

<table>
<thead>
<tr>
<th>Code (Arabic)</th>
<th>Code (English)</th>
<th>Degree border</th>
<th>Points</th>
<th>Meaning (Arabic)</th>
<th>Meaning (English)</th>
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<tbody>
<tr>
<td>أ+</td>
<td>A+</td>
<td>95-100</td>
<td>4.00</td>
<td>ممتاز مرتفع</td>
<td>Exceptional</td>
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<tr>
<td>أ</td>
<td>A</td>
<td>90 less than 95</td>
<td>3.75</td>
<td>ممتاز</td>
<td>Excellent</td>
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<tr>
<td>ب+</td>
<td>B+</td>
<td>85 less than 90</td>
<td>3.50</td>
<td>جيد جدا مرتفع</td>
<td>Superior</td>
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<tr>
<td>ب</td>
<td>B</td>
<td>80 less than 85</td>
<td>3.00</td>
<td>جيد جدا</td>
<td>Very Good</td>
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<tr>
<td>ج+</td>
<td>C+</td>
<td>75 less than 80</td>
<td>2.50</td>
<td>جيد مرتفع</td>
<td>Above Average</td>
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<tr>
<td>ج</td>
<td>C</td>
<td>70 less than 75</td>
<td>2.00</td>
<td>جيد</td>
<td>Good</td>
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<tr>
<td>د+</td>
<td>D+</td>
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<td>مقبول</td>
<td>Pass</td>
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<td>F</td>
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<td>0</td>
<td>راسب</td>
<td>Fail</td>
</tr>
<tr>
<td>م</td>
<td>IP</td>
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<td>0</td>
<td>مستمر</td>
<td>In progress</td>
</tr>
<tr>
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<td>IC</td>
<td>----------------</td>
<td>0</td>
<td>غير مكتمل</td>
<td>Incomplete</td>
</tr>
<tr>
<td>ح</td>
<td>DN</td>
<td>----------------</td>
<td>0.00</td>
<td>محروم</td>
<td>Denial</td>
</tr>
<tr>
<td>نـ</td>
<td>NP</td>
<td>60 and more</td>
<td>0</td>
<td>ناجح دون درجة</td>
<td>No grade Pass</td>
</tr>
<tr>
<td>هـ</td>
<td>NF</td>
<td>Less than 60</td>
<td>0</td>
<td>راسب دون درجة</td>
<td>No grade Fail</td>
</tr>
<tr>
<td>ع</td>
<td>W</td>
<td>----------------</td>
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<td>متسابق بعذر</td>
<td>Withdrawn</td>
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<tr>
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<td>AU</td>
<td>----------------</td>
<td>0</td>
<td>مستمع</td>
<td>Audit</td>
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</table>
Appendix (C)

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

The First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Student Grade</th>
<th>Grade code</th>
<th>Credit hours</th>
<th>Grade weight</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Writing</td>
<td>96</td>
<td>A+</td>
<td>3</td>
<td>4.00</td>
<td>12.00</td>
</tr>
<tr>
<td>Physics I</td>
<td>63</td>
<td>D</td>
<td>4</td>
<td>1.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>34</td>
<td>F</td>
<td>2</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Differential and Integral (1)</td>
<td>83</td>
<td>B</td>
<td>4</td>
<td>3.00</td>
<td>12.00</td>
</tr>
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<td>English Composition</td>
<td>78</td>
<td>C+</td>
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<td>Total</td>
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<td>16</td>
<td>Total Points</td>
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</table>

Grade Point Average = \( \frac{35.5}{16} = 2.22 \)  
CGPA = \( \frac{\text{Total Points}}{\text{Total Credit Hours}} = 2.22 \)
The Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Student Grade</th>
<th>Grade code</th>
<th>Credit hours</th>
<th>Grade weight</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differential and Integral (2)</td>
<td>82</td>
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<td>4</td>
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<td>12.00</td>
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<td>Physics I</td>
<td>81</td>
<td>B</td>
<td>4</td>
<td>3.00</td>
<td>12.00</td>
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<tr>
<td>Computer Programming</td>
<td>72</td>
<td>C</td>
<td>2</td>
<td>2.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Information Technology</td>
<td>75</td>
<td>C+</td>
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<td>2.50</td>
<td>5.00</td>
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<tr>
<td>Total</td>
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<td></td>
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<tr>
<td>Total Credit Hours</td>
<td>28</td>
<td></td>
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<td>68.50</td>
</tr>
</tbody>
</table>

\[
\text{Grade Point Average} = \frac{33.00}{12} \times 2.75
\]

\[
\text{CGPA} = \frac{\text{Total Points}}{\text{Total Credit Hours}} = \frac{68.50}{28} = 2.45
\]