

Ministry of education  
Jouf university  
Business college  
Department of  
Accounting



# A List of Rules and Regulations of Undergraduate Examinations

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**Department Of Accounting**

**Bachelor of Accounting Program**

**College Of Business**

**Jouf University, KSA**

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Jouf university  
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Accounting



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Jouf university  
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Accounting**



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## Table of Contents:

N	Contents	Pages
	Definitions	5
	Final Examinations	8
	Final Examinations Procedures	12
	Appendices	17

## Article1:Definitions

### **AcademicYear:**

Two regular semesters and a summer semester, if any.

### **Academic Semester:**

A period of no less than fifteen weeks of instruction, not including the registration and final examinations periods.

### **Summer Semester:**

A period not exceeding eight weeks of instruction, not including the registration and final examinations periods. The duration of each course is twiceits durationofa regular academic semester.

### **Academic Level:**

An indicator on the study level, where eight levels or more are required for graduation according to the approved study plans.

### **Academic Course:**

A subject of study for a specific level within an approved study plan of each specialization (program). Each course has a number, a code, a name, a detailed description of its content that distinguishes it from other courses, and a specific profile kept by the corresponding department for the purpose a following-up, evaluation and development.

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

### **Credit Hour:**

A minimum of fifty-minute weekly theoretical lecture/ a clinical class, or a minimum of 100-minuteweeklypractical/field class.

### **Academic Warning:**

A notification given to a student due to a drop in his/her Cumulative GPA below the minimum limit specified in this List of Regulations.

### **Semester Works Score:**

Grades given to a student indicating his/her achievement in tests, research papers, and educational activities related to the course during an academic semester.

## Final Examination

An examination held only once for each course by the end of each academic semester.

## Final Examination Score:

A score attained by a student in the final examination of each course in the academic semester.

## Final Score:

The total sum of the semester works scores plus the final examination score out of one hundred obtained by a student for each course

## Grade:

A description of the percentage or alphabetical letter for the final score obtained by a student in any course.

## Incomplete Grade:

A provisional grade assigned to each course in which a student is unable to complete its requirement sometime, and coded in the academic record as(IC).

## In-Progress Grade:

A provisional grade assigned to each course which requires more than one semester to complete, and coded as (IP).

## Semester GPA:

The total points obtained by a student divided by the sum of assigned credit hours for all courses per any academic semester. The points are calculated by multiplying the credit hours by the grade weight a student obtained in each course (See Appendix B).

## Cumulative GPA:

The total points obtained by a student in all courses he/she has studied in enrollment at University divided by the total number of credit hours assigned for these courses (See Appendix B).

Overall Grade:

A description of a student's academic achievement level throughout his/her study period at university.

Minimum Course Load:

The minimum number of credit hours that a student should register in accordance with his/her Cumulative GPA and as decided by the University Council.

### **Final Examinations**

#### **Article1:**

The College Council of each course determines, up on a proposal of Department Council, grades of semester works with a minimum of(33%) of the final course grade.

#### **The Implementation Rule of Jouf University:**

The College Council can, upon a proposal of Department Council, declares the grades of semester works of reach course with a minimum of (33%) of the final course grade.

#### **Article2:**

The grades of semester works are calculated in one of the following two ways:

- A. Oral or practical tests, research, or other in- class activities (someorall) and at least one written test.
- B. Two written test at least.

#### **Article3:**

The College Council of each course may include, upon a proposal of Department Council, oral or practical components in the final exam and determine their grades out of the final exam total score.

#### **Article4:**

The Department Council that teaches the course may permit, upon are commendation of the course instructor, a student to complete any course requirements in the next semester, and the current result of student in that course is recorded as incomplete (IC). In this case the result is not calculated with in the

semester average or cumulative GPA until course requirements are completed. If this grade(IC) has not changed during one following semester due to incompleteness, it is replaced by fail (F)and calculated with in the semester average or cumulative GPA.

### Article5:

Seminars or researches courses and practical or field courses could be excluded from some or all provisions of Articles (22, 23, 24) according to a decision taken by the College Council, upon a recommendation of the Department Council teaching thecourse,wherethecollegecouncildeterminesassessingtheperformanceofstudentinthe secourses.

### Article6:

If the study of research courses requires more than one semester, the student will be given an in- progress grade (IP). After the student completes the course, he / she will be given the grade he/she obtains. If the course is not completed as scheduled, the Department Council of the course may approve the grade as incomplete assessment(IC) in student's record.

### Article7:

1. Student's grade obtained in each course are recalculated as follows:

Percentage	Grade	Grade code	Grade weight Out of (5)	Grade weight Out of (4)
95-100	Exceptional	A+	5.00	4.00
90to lessthan95	Excellent	A	4.75	3.75
85to lessthan90	Superior	B+	4.50	3.50
80to lessthan85	Very Good	B	4.00	3.00
75to lessthan80	Above Average	C +	3.50	2.50
70to lessthan75	Good	C	3.0	2.00
65to lessthan70	High Pass	D+	2.50	1.50
60to lessthan65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0

2. A student is given a grade of (Withdrawn with satisfying performance), coded as (WP), when his/her official withdrawal from all courses is excused, and he/she is given this grade after ensuring his/her instructor's approval on his satisfying performance and his/her unexcused absence did not exceed (20%)of lectures and



labs until the date of withdrawal, where this grade does not affect student's cumulative GPA.

3. A student is given a grade of (Withdrawn with a fail grade), coded as (WF), when his/her official withdrawal from all courses is excused and his performance was satisfying. A student, in this case, is given a Fail result in the course.

### **The Implementation Rule of Jouf University:**

Grades obtained by a student in each course are calculated on the basis of grade weight out of(5.00).

#### **Article8:**

The overall grade of the cumulative GPA when a student graduates is calculated as follows:

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**1.(Excellent): If the cumulative GPA is not less than 4.50 out of 5.00 OR 3.50 out of 4.00**

**2.(Very Good): If the cumulative GPA is from 4.75 to less than 4.50 out of 5.00 OR from 2.75 to less than 3.50 out of 4.00**

**3.(Good) : If the cumulative GPA is from 2.75 to less than 3.75 out of 5.00 OR from 1.75 to less than 2.75 out of 4.00**

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**4.(Pass): If the cumulative GPA 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**

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### **The Implementation Rule of Jouf University:**

The major grade of the cumulative GPA, when a student graduates, is on the basis that rate weight is out of(5.00).

#### **Article9:**

The first honor degree is granted to the student who has earned a cumulative GPA between (4.75) and (5.00) out of (5.00), or between (3.75) and (4.00) out of (4.00) at the time of his/her graduation. The second honor degree is granted to the student who has earned a cumulative GPA from (4.25) to less than (4.75) out of (5.00), or (3.25) to less than (3.75) out of (4.00) at the time of his/her graduation.

In order to earn the first to second honors, the following conditions must be met:

- A. The student must not have failed any course completed at the University or any other university.
- B. He/she must have completed all graduation requirements within an average period of the maximum and minimum limits for staying at college.
- C. He/she must have completed (60%) of the graduation requirements in minimum at the university from which he/she is graduating.

### **The Implementation Rule of Jouf University:**

The first honor degree is granted to the student who has earned a cumulative GPA between (4.75) and (5.00) out of (5.00) at the time of his/her graduation, and the

Second honor degree is granted to the student who has earned a cumulative GPA from (4.25) to less than (4.75) out of (5.00), at the time of his/her graduation.

In order to obtain the first or second honors, the following conditions must be met:

- A. The student must not have failed any course completed at the University or any other university.
- B. He/she must have completed all graduation requirements within an average period of the maximum and minimum limits for staying at college.
- C. He/she must have completed (60%) of the graduation requirements in minimum at the university from which he/she is graduating.

## **Final Examinations Procedures**

### **Article 10:**

The College Council may form a committee to cooperate with the departments in organizing the final examinations procedures, and to be in charge of reviewing score sheets and submitting them to the concerned committee within three days of the examination date of any respective course.

### **The Implementation Rule of Jouf University:**

The College Council organizes the procedures of examinations and submits the results to the Deanship of Admissions & Registration in accordance with its

instructions with in a period not exceeding forty-eight hours from the examination date of any respective course.

**Article11:**

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

**Article12:**

The course instructor writes the examination questions. The College Council may appoint another instructor, when necessary, to write the questions, upon a recommendation of the Head of the Department.

**Article13:**

The course instructor corrects the final examination papers. The Head of the Department may appoint one or more specialist instructors, when necessary, to participate in the correction process. The College Council may also assign another instructor for correction, when necessary.

**Article14:**

The instructor who corrects the final examination records the marks earned by the students on specific score sheets, and sign on these sheets before being approved by the Head of the Department.

**Article15:**

Students should not do more than two examination son one day unless the University Council makes exceptions for this rule.

**Article16:**

Students are not permitted to enter the examination room after 30 minutes from the beginning of the exam, and must not leave the examination room before 30 minutes of the examination time passed.

### **Article17:**

Cheating in examination, attempting to cheat, or violating instructions and assessment regulations expose involved students to a punishment in accordance with the Student Disciplinary Regulations issued by the University Council.

### **Article18:**

The College Council that offers the course may approve, when necessary, the re-correction of examination papers within a period not exceeding the beginning of the next semester's examinations.

### **The Implementation Rule of Jouf University:**

Regulations of re-correcting an swerson an exam papers

1. The review of answer sheets is limited to the following:
  - A. General observations.
  - B. Exceptional individual cases that need to be reconsidered.
2. The student submits the Answer Sheet Re-Correction Request to the Dean of the college, offering the related course, within one week from either the date of recording the cumulative GPA according to the university calendar, or the announcement of results, indicating the justifications for this request and his/her pledge statement that information provided in there questis true.
3. The Deanship of Admission and Registration prepares a form covering the following information: student's name, Student university ID number, course number, code & name, section number, semester works grade, cumulative GPA and number of academic warnings (if any), the name of course instructor, and the exam date.
4. The College Council, which offers the course, can take the decision in case there questis submitted by a student.
5. The re-correction must be done within one week from the beginning of the next semester.
6. In case re-correction is approved, the College Council forms a committee of three faculty members from the concerned department to re-correct the answer sheets and consequently to submit a report to the College Council in order to decide thereon, where this decision is considered the final in this issue.
7. TheCollegewhichoffersthecourseistoinformtheDeanshipofAdmissionandRegist

ration about the amendment in result according to the specified approved form before the end of the second week of the next semester.

**Article19:**

The College Council determines, upon the recommendation of the concerned Department Council, the duration of the final written exam, which should be one to three hours.

**Article20:**

The College Council sets out the regulations of the final examination procedures, with out detriment to the provisions stated in Articles (31–40).

**The Implementation Rule of Jouf University:**

Colleges are required to implement the following regarding the regulations of the final examination procedures without detriment to the provisions stated in Articles (31–40):

1. Preparing the final exams and ensuring the appropriateness of exam room sand the availability of exam papers and adequate numbers of invigilators insufficient time before the exam starts.
2. Following-up the exam progress and solve students' issues in coordination with there levant university authorities.
3. Ensuring that the course instructor has submitted the answer sheets and uploaded scores on the system after results are approved by the Head of the Department with in the period specified in the regulation list.
4. Coordinating with the departments in respect to recording and reviewing the results of their offered courses.
5. Keeping the original score sheets in there levant department.
6. Savingandstoringstudents'answersheetsforatleasttwoacademicsemestersatthecolleg eoffering the course.
7. The College Deanships should monitor any delays in recording the results according to the Regulations List and follow them up with the Deanship of Admission and Registration.

## Appendices

### Appendix(A)

#### Academic Record & Rates Codes

#### Academic Record:

The academic record is a statement showing the student's course of study, and includes the courses he/she studies every semester with their codes, numbers, number of their units/modules, grades obtained, the codes and values of these grades, the semester and cumulative GPA, the overall grade, as well as the courses exempted from transferred students.

RateCode	Grade Range	Points		Description
<b>A+</b>	95-100	5.00	4.00	<b>Exceptional</b>
<b>A</b>	90to lessthan95	4.75	3.75	<b>Excellent</b>
<b>B +</b>	85to less than90	4.50	3.50	<b>Superior</b>
<b>B</b>	80to lessthan85	4.00	3.00	<b>Very Good</b>
<b>C+</b>	75to lessthan80	3.50	2.50	<b>Above Average</b>
<b>C</b>	70to lessthan75	3.0	2.00	<b>Good</b>
<b>D +</b>	65to lessthan70	2.50	1.50	<b>High Pass</b>
<b>D</b>	60to lessthan65	2.00	1.00	<b>Pass</b>
<b>F</b>	Less than 60	1.00	0	<b>Fail</b>
<b>IP</b>	-----	---	---	<b>In-Progress</b>
<b>IC</b>	-----	---	---	<b>In-Complete</b>
<b>DN</b>	-----	1.00	0	<b>Denied</b>
<b>NP</b>	60OrMore	---	---	<b>No Grade Pass</b>
<b>NF</b>	Less Than 60	---	---	<b>No Grade Fail</b>
<b>W</b>	-----	---	---	<b>Withdrawn</b>

## Appendix(B)

An exam plan Calculating Semester & Cumulative GPA

### SEMESTER ONE

Course	Numberof units	Percentage	Rate code	Rateweight	Numberof points
SIm301	2	85	B +	4.50	9.00
Chem.324	3	70	C	3.00	9.00
Math 235	3	92	A	4.75	14.25
Phys312	4	80	B	4.00	16.00
<b>Total</b>	12				<b>48.25</b>
				Total Points(48.25)	
<b>Average of Semester One:=</b>				-----	<b>=4.02</b>

Total Units(12)

### SEMESTER TWO:

Course	Numberof units	Percentage	Ratecode	Rateweight	Numberof points
SIm104	2	96	A+	5.00	10
Chem.327	3	83	B	4.00	12
Math 314	4	71	C	3.00	12
Phys326	3	81	B	4.00	12
<b>Total</b>	<b>12</b>				<b>46</b>

Total Points(46)

**Average of Semester Two=** ----- **=3.83**

Total Units(12)

**Cumulative GPA=** ----- **=3.93**

Total Units(12+12)