

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Kingdom of Saudi Arabia  
Ministry of Education  
College of Science  
Department of Mathematics



المملكة العربية السعودية  
وزارة التعليم  
جامعة الجوف  
كلية العلوم  
رمزه (51/9/44)  
قسم الرياضيات



## Student Manual for Admission and Registration

### DEPARTMENT OF MATHEMATICS

#### Bachelor in Mathematics Program

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## Basic Definitions

### Academic Year

Two regular semesters and a summer semester, if any.

### Academic Semester:

A period of no less than fifteen weeks of instruction, not including **theregistration** 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 twice the duration of a 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 following-up, evaluation, and development. Some courses may have prerequisite or co-requisite requirement(s).

### Credit Hour:

A minimum of fifty-minute weekly theoretical lecture/ a clinical class, or a minimum of 100-minute weekly practical/ 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 are given to our students 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 is 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 requirements on time, and code in the academic record as (IC).

### **In-Progress Grade:**

A provisional grade assigned to each course that 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 since 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 by his/her Cumulative GPA and as decided by the University Council.

### Admission of Prospective Student

The University Council determines the number of students to be admitted in the upcoming academic year according to the recommendations of Colleges' Councils of college bodies.

### **Admission of prospective students requires the following conditions:**

Admission of prospective students requires the following conditions:

1. The applicant must hold the General Secondary Certificate or its equivalent from inside KSA or abroad.
2. The General Secondary Certificate or its equivalent must have been obtained within the last five years, where the rector of the University in light of persuasive reasons can only make exceptions to this condition.
3. The applicant must enjoy good conduct.
4. The applicant must pass any interviews or tests decided by the University Council.
5. The applicant must be medically fit.
6. The applicant must obtain approval to study from his/her employer if he/she works in any government or private body.
7. The applicant must meet any other conditions determined and announced by the University Council at the time of applying.
8. The applicant must have not been dismissed from another university for disciplinary reasons.
9. Holders of a bachelor's degree or its equivalent may not be admitted to study another BA degree (exceptions can be decided only by the University Rector)
10. Applicants who are currently registered for another university degree or less, in this university

or another one, may not be admitted.

11. Selection of admitted students from applicants who meet all admission requirements is taken on the basis of their grades in based secondary certificates, personal interviews, and admission tests (if any).

## Study System

- ✚ A student progresses in the study in accordance with the implemented by the University Council.
- ✚ Study plans for undergraduate study are designed for a minimum of eight semesters.

### The Implementation Rule of Jouf University

1. The college assigns each student an academic advisor to guide him/her in matters related to the study system and his/her study course such as the selection of an academic major, the registration of compulsory and optional courses, and other academic-related issues.
2. The academic-related responsible for recognizing and following up on the study system follow-up governing the graduation requirements.
3. The student progresses in the study according to the following:
  - A. He/she progresses academically according to the courses he/she successfully passed within the approved study plan.
  - B. He/ She continues his / her academic according to the approved completed study plan and is a candidate has a graduation
  - C. Model study plans are designed for around a minimum of eight semesters for undergraduate students; ever, students can finish graduation requirements in less period.
4. The study system covers undergraduate, transitional and preparation programs, students, Study at some colleges could be based on the full academic year according to the rules and procedures approved by the University Council, where an academic year comprises two levels.

### The Implementation Rule of Jouf University:

Study at some colleges could be based on the full academic year according to the rules and procedures of this document of regulations and rules after replacing the phrase 'academic semester' with the phrase 'academic year' with ever it is mentioned, and taking into account the

following:

1. In the annual system, **courses** are offered throughout the academic year **for a** minimum of the 30-the-week period, **where admission, registration, and final examination periods are not included.**
2. **A final exam is conducted for each course during or at the end of the academic year.**  
As for practical and clinical courses of a training nature, the final exams could be conducted at the end of the training period.
3. A re-retake **examination** is created at least two weeks before the start of the academic **year,** **where only those who failed** in courses that the College Council determines their nature and the total number of their units, are allowed to do the re-take **the** examination. He passes his examination graded as (2D) instead of the previous Fail grade (F).
4. The student who fails in the **retake** examination remains in and fully repeats the same **year** with all its courses according to the followings: If the student **fails in two courses of more than two hours for each.** The College Council, or its authorized representative, may allow these students to study courses of the next **year's.**

## Academic Levels System

The **levels** system refers to an academic year divided into two main semesters with an option of an extra summer semester that extends for a period of a half regular semester. The graduation requirements to obtain the university degree are distributed to levels in accordance with the University Council.

The University Council **sets out** the rules for registration, deletion and addition of courses within the levels of the approved study plans in a way ensuring students' registration outside the minimum course load.

## The Implementation Rule of Jouf University:

**The student must adhere to attending lectures the from the first day of starting the study as indicated in the university academic calendar.**



### First- Early Registration:

The process of **early** registration can be done according to the **mechanism set out by the** Deanship of Admission and Registration in coordination with colleges.

### Second – Formal Registration:

1. The student is allowed to register or drop the courses he/she **wishesto** study as follows:
  - A. He/she can register **for** the courses for one week before the beginning of the semester and before the end of the first week of the semester.
  - B. He/she can drop courses that he does not want to study during the period specified by the university calendar.
  - C. The registration must not exceed the maximum limit of the academic load and not be less than the minimum limit it as mentioned below in this rule.
2. The registration process of a student for courses is done after consultation with his/her academic advisor, **where the students are responsible any for errors resulted resulting from ignorance of instructions.**
3. The student him/herself must carry out the registration process, and he/she is not entitled to appoint a representative on his behalf **at all.**
4. The registration process **can be done automatically to certain college students or students of a** certain level if necessary.
5. In case **a** student does not register any course **for** during the regular registration period, he/she is considered **a discontinued student.**

### Third: Registration Approval:

1. In **the** case of automatic registration, **the student** must approve his/her schedule in **his/her** personal **University** system during the deletion and addition period.
2. The student is suspended from the study and described in the computer system as "discontinued due to non-registration" if he did not approve his/her schedule during the deletion and addition period.

### Fourth: Study Load:

**The study load is the** total number of **hours (units)** of the courses registered by the student



in the semester, and determined according to the following rules:

- 1 Minimum Limit: The minimum course load is 12 credit hours per semester and one credit hour per summer semester.
- 2 Maximum limit: The maximum course load is 20 credit hours per semester and 10 credit hours per summer semester. A student who has been warned academically is not entitled to increase his/her study load over 14 hours.
- 3 A student who gets a pass grade is not passing to increase his/her study load over 16 hours.
- 4 A student who gets a good grade is not entitled to increase his/her study load over 18 hours.
- 5 Graduate students are allowed to exceed the maximum limit with no more than 24 credit hours in the semester and 12 credit hours in the summer semester.

### **Fifth: Academic Warning:**

A Student is given an academic warning if his/her cumulative GPA is less than 2.00 out of than 5.0

### **Attendance and Withdrawal**

The regular student must attend lectures and practical lessons, and in case his/her attendance is below the percentage determined by the University Council of not less than (75%) of lectures and practical classes for every course, he/she will be denied from entry to the final exam. Denied students due to absenteeism would be considered failing in the related course and graded as (DN).

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

1. The student is denied from entering the final exam of a course if his/her unexcused absenteeism exceeds (25%) of the total specified lectures or practical classes.
2. The student who is denied from entry to the final exam due to absenteeism is considered failing in the course, his grade in the semester works is recorded, and his/her result in the course is graded as (DN).
3. The lists of denied students are approved by the College Council that offers the course.
4. The lists of denied students are announced by the relevant college in the last week of study every semester.

The College Council or its authorized representative may exclude submission of denial for a student and allow him/her to take the final examinations, provided that the student presents an

excuse accepted by the Council, where the University Council determines the attendance rate of not less than (50%) of the lectures and practical classes of the course.

The student who misses the final exam gets a zero mark in that exam and his/her final result is calculated on the basis of his/her total grades works.

If a student is unable to attend the final exam of any course for an approved compulsive excuse, the College Council may, in cases of extreme necessity, accept that excuse and allow that student to do a **retake** exam within a period not exceeding **the** end of the following semester. The student result, in this case, is given as obtained after doing the **retake** exam.

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

1. The excuse for absence from the final exam is accepted in the following cases:
  - A. The excuse must be submitted to the department that is teaching **thecourse** from its emergence until one week after its demise.
  - B. Urgent excuses accepted by the College Council.
2. The **retake** exam **and recording its** result must be done within a period not exceeding the end of the next semester.
  - A) A student may apologize for continuing to study a semester without being considered failing the course(s) if he/she presents an approved excuse to the body determined by the University Council within a period of time determined by the implementation rules that are approved by the University Council, and the student, in this case, is given a grade of (W), and the semester is calculated from the time required to finalize the graduation requirements.
  - B) A student can withdraw from one or more courses in accordance with the implementation rules approved by the University Council.

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

1. The student may, after the approval of the Dean or his/her representative, apologize for continuing to study the semester without being considered failing if he/she finishes the apology procedures within the regular period.
2. The regular period of apology for continuing the semester extends to three weeks prior to the

final exams according to the University calendar.

3. For the colleges applying the annual study system, the regular period of apology for continuing the semester extends to six weeks prior to the final exams according to the University calendar.

4. In such the above-mentioned cases, a grade of (W) is given to the student, and this semester (or academic year) is considered within the time required to complete the graduation requirements.

5. The number of semesters that a student apologizes to continue must not exceed two consecutive semesters, or three non-consecutive semesters throughout the student's university study, and then his/her record/enrolment is closed. As for colleges applying the annual system, the students may apologize for one year only, where the university Rector, upon the recommendation of the College Council in cases of extreme necessity, can exclude a student from this condition.

6. A student who apologizes for a semester must register after the end of the apology period, or else he/she will be considered 'discontinued'.

7. A student may, after the Dean or his / her delegate's approval, withdraw one or more courses within eight weeks from the beginning of the study, and four weeks for the summer semester, provided that his/her course load is not reduced to less than the minimum limit.

### Study Postponement and Discontinuance:

The student may apply for postponement of the study for an excuse accepted by the body determined by the University Council, provided that the period of postponement must not exceed two consecutive semesters or three non-consecutive semesters in maximum throughout his/her study at the University, and then his/her enrolment is closed. The university council, in case of necessity, may exclude a student from this condition, where the duration of the postponement will not be counted within the period required to complete the graduation requirements.

### The Implementation Rule of Jouf University:

1. The student may apply for postponement of the study before the beginning of the semester or academic year for an excuse accepted by the Department Council and approved by the College Council, or its authorized representative, provided that the postponement does not exceed two consecutive semesters or three non-consecutive semesters (As for students at colleges that apply

the annual academic system, they are not permitted to postpone study for two consecutive years and the maximum period of postponement must not exceed two years) in maximum throughout his/her study at university, and then his enrolment is closed. The university council, in case of necessity, may exclude a student from this condition upon a recommendation from the College Council supported by the Permanent Committee for Student Affairs.

2. A female student who is accompanying her husband or legal guardian in his scholarship may stop her study (admission and registration) for a period not exceeding five years, and once she returns to study at university, her status will be treated as follows:

A. In the case the study plans have changed, similar or equivalent courses she/he studied earlier are equalized and completes the graduation requirements of the current plan.

B. In case study plans have not changed, the student returns to her previous academic status.

C. After more than five years, the student's seat is kept in the department, and she starts as a new student.

3. The duration of postponement and discontinuance is not counted within the period required to complete graduation requirements.

4. A student who postpones a semester must register after the end of the postponement period, or else he/she will be considered 'discontinued'.

If a regular student has discontinued studying for a semester without a request for postponement, his/her university enrolment is closed, and the University Council may close the enrolment for a shorter period. As for an associate student, his/her enrolment is closed if he/she is absent from all the final exams of that semester without an approved excuse.

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

The discontinued student's record/enrolment is closed if he/she does not address his/her academic status before the end of the fifth week of the study. A student is not considered 'discontinued' from semesters he/she studies if he/she is a visitor at another university.

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

See Article 50 and its implementation rule on the visiting student.

## Re-enrollment

A student whose enrolment is closed may apply for re-enrollment keeping his/her same university ID number and record before discontinuance according to the following regulations:

- To apply for re-enrolment within four semesters from the date of the enrolment closure.
- The concerned College Council and relevant authorities should approve the student re-enrolment.
- If the student passes four or more semesters, he/she may apply for admission to the University as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to official issued regulations.
- A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.
- A student whose enrolment is closed may not be re-enrolled if he/she has been warned academically.

## The Implementation Rule of Jouf University:

Re-enrolling a student is considered in the following cases:

- A student whose enrolment is closed may apply for his/her college requesting re-enrolment and keeping his/her same university ID number and record according to the following regulations:
  - To apply for re-enrolment within four semesters (or two academic years for colleges applying the annual academic system) from the date of the enrolment closure.
  - The concerned College Council should approve the student re-enrolment according to regulations it determines during the period of registration. In case of delayed approval by the College Council for the regular period of registration, the student has not the right to register except in the next semester.
  - If the student's enrolment closure passes four or more semesters (or two academic years for colleges applying the annual academic system), he/she may apply for admission to the University

as a new student without renewing his/her previous academic record, provided he/she meets all current announced conditions of admission. The University Council may exclude students from this condition according to official issued regulations.

D. A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.

E. A student whose enrolment is closed may not be re-enrolled if he/she has been dismissed academically.

A student who has been dismissed from the University for educational or disciplinary reasons, or who has been dismissed from another University for disciplinary reasons may not be re-enrolled, and if it is found after re-enrolment that he/she was dismissed for similar reasons, his/her re-enrolment is canceled from the date of re-enrollment.

## Graduation

A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is no less than pass grade. The College Council, upon the recommendation of the relevant department council, may determine appropriate courses for a student to study and raise his/her cumulative GPA if he passes the courses and failed in the cumulative GPA.

### The Implementation Rule of Jouf University:

- 1- A student graduates after completion of the graduation requirements successfully according to the study plan, provided that his/her cumulative GPA is not less than pass grade i.e., not below 2.00 out of 5.00). The College Council, upon the recommendation of the relevant department council, may determine appropriate courses for a student to study and raise his/her cumulative GPA if he/she passes the courses and failed in the cumulative GPA.
- 2- A student is not considered a 'graduated' before the issuance of the University Council's approval granting him/her the academic degree.
- 3- The Deanship of Admission and Registration submits the graduation memos to the University Council, or to its authorized body, in order to be presented at the earliest session after finalizing the final exams and recording scores. Individual graduation letters are submitted in cases of



students who receive an incomplete rate (IC), or who are allowed to do a **retake** exam in one or more courses of the study level of the graduation program.

4- For those of similar cases, graduation notes are submitted as soon as they complete the requirements. The last semester in the student enrolment is the graduation semester.

## Graduation Document

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

- A) If he/she receives a maximum of three consecutive warnings for a low cumulative GPA of less than 2.00 out of 5.00 or 1.00 out of 4.00. The University Council may, upon a recommendation of the College Council, give a fourth chance for those who can raise their Cumulative GPA through studying available courses.
- B) If he/she cannot complete the graduation requirements within a maximum period equal to the half period required for his/her graduation plus program duration, the University Council is entitled to give an exceptional chance for the student to complete graduation requirements within a maximum period not exceeding the double of the original duration specified for graduation.
- C) In exceptional cases, the University Council may address the status of students covered by the above mentioned two items by providing them with an exceptional chance not exceeding two semesters in maximum.

## The Implementation Rule of Jouf University

1. A student is warned if his/her cumulative GPA dropped below **2.00** out of 5.00, and this is shown in his / her academic record.
2. If a student receives three consecutive warnings, he/she is considered dismissed academically until a decision is issued by the College Council as follows:
  - A. The College Council may give a student a fourth chance, and authorize the Deanship of Admission and Registration to implement it.
  - B. If a student cannot raise his/her cumulative GPA after the fourth chance, the College Council recommends the University Council to give those who can raise their cumulative GPA a fifth

chance by getting 49 points after studying 14 credit hours.

C. If a student cannot raise his/her cumulative GPA after the fifth chance, the College Council recommends the University Council to give those who can raise their cumulative GPA a sixth chance for by getting 42 points after studying 14 credit hours.

3. For colleges applying the annual system, a student is considered dismissed academically if his / her cumulative GPA drops below 2.00 for two consecutive years, where a related decision is issued by the College Council

A) The College Council may give the student a first chance, and if the student cannot raise his/her cumulative GPA after this chance, the College Council submits a recommendation about him/her to the University Council.

B) The University Council may give the student a final chance upon the College Council's recommendation.

4. If a student does not complete the graduation requirements during the prescribed period of graduation, his/her status is addressed as follows:

A. If he/she cannot complete the graduation requirements within a **maximum period** equal to the half period required for his/her graduation plus program duration, the University Council is entitled to give an exceptional chance for the student to complete graduation requirements within a period not exceeding the double of the original duration specified for graduation in maximum, provided that the reason for his/her failure is accepted by the College Council.

B. The University Council may, upon a recommendation by the College Council, give the students who are dismissed academically due to the depletion of double period of the program duration a final chance not exceeding two semesters, provided that this period is sufficient for the student to graduate.

5. The College collects all received cases, submits them to the relevant councils, and inform the Deanship of Admission & Registration about related decisions within a maximum of one-week period from the start of the study, and in case of delay, the student is not entitled to register until the next semester.

## Distance Learning Program

The University Council may, upon a proposal submitted by colleges, adopt the principle of distance learning in some colleges and majors with related nature, where the University Council sets out the organizing rules and procedures in accordance with the following controls:

- The number of credit hours required for graduation in distance learning programs should not be less than the number of their counterparts in regular study.
- A student enrolled in distance learning programs is treated like regular students in terms of admission, assessment, transfer, dismissal, re-enrolment, etc., except attendance.
- The University Council may, upon a proposal of College Councils, set out the necessary regulations to evaluate the performance of distance learning students.
- The academic record, graduation document and certificate clearly indicate that the study has been of distance learning nature.

### The Implementation Rule of Jouf University:

- Enrolment in distance learning programs should be in departments approved by the University Council.
- A student enrolled in distance learning programs is treated like regular students in terms of admission, assessment, transfer, dismissal, re-enrolment in terms of study and assessment regulations and implementation rules applied by Jouf University, except for attendance.
- The University Council determines the number of students enrolled in the distance learning programs and related conditions.
- A student has the right to change his/her study track from distance learning to regular study according to the following:
  - Transfer should be during the first four semesters.
  - Student's cumulative GPA should not be below (2.75) out of (5.00).
- The academic record, graduation document and certificate clearly indicate that the study has been of distance learning nature unless he/she has studied regularly a total of not less than (60%) of the total hours of the study plan.

## Final Examinations

The College Council of each course determines, upon a proposal of **Department Council**, grades of semester work 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 for each course with a minimum of (33%) of the final course grade. The grades of semester works are calculated in one of the following two ways:

- Oral or practical tests, research, or **other in-class activities** (some or all) and at least one written test.
- Two written tests at least.

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. The **Department Council** that **teaches** the course may permit, upon a recommendation 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 within 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 within the semester average or cumulative GPA.

Seminars or research 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 the course, where the college council determines assessing the performance of student in these courses. 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.

- Student's grade obtained in each course are calculated as follows:

Percentage	Grade	Grade code	Grade weight Out of (5)	Grade weight Out of (4)
95 -100	Exceptional	A +	5.00	4.00
90 to less than 95	Excellent	A	4.75	3.75
85 to less than 90	Superior	B +	4.50	3.50
80 to less than 85	Very Good	B	4.00	3.00
75 to less than 80	Above Average	C +	3.50	2.50
70 to less than 75	Good	C	3.0	2.00
65 to less than 70	High Pass	D +	2.50	1.50

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:

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
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

### 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). 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. To earn the first or second honors, the following conditions must be met:

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

### **Final Examinations Procedures**

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 issued instructions within a period not exceeding forty-eight hours from the examination date of any respective course. The College Council may decide to apply the principle of confidentiality in the final examinations procedures.

**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. 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. 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.

#### **Article [36]:**

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

#### **Article [37]:**

- 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.
- 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.
- 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 answers on an exam paper

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 the request is 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 the request is 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 to decide **thereon**, where this decision is considered the final in this issue.
7. The College which offers the course is to inform the Deanship of Admission and Registration about the amendment in result according to the specified approved form before the end of the second week of the next semester.
8. 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.
9. The College Council sets out the regulations of the final examination procedures, without 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 rooms and the availability of exam papers and adequate numbers of invigilators in sufficient time before the exam starts.
- 2) Following up on the exam progress and solving students' issues in coordination with the relevant 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 **H**ead of the **D**epartment within the period specified in the regulation list.
- 4) Coordinating with the **d**epartments in respect to recording and reviewing the results of their offered courses.
- 5) Keeping the original score sheets in the relevant department.
- 6) Saving and storing students' answers sheets for at least two academic semesters at the college offering the course.

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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.

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## 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 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.

Rate Code	Grade Range	Points		Description
A +	95 -100	5.00	4.00	Exceptional
A	90 to less than 95	4.75	3.75	Excellent
B +	85 to less than 90	4.50	3.50	Superior
B	80 to less than 85	4.00	3.00	Very Good
C +	75 to less than 80	3.50	2.50	Above Average
C	70 to less than 75	3.0	2.00	Good
D +	65 to less than 70	2.50	1.50	High Pass
D	60 to less than 65	2.00	1.00	Pass
F	Less than 60	1.00	0	Fail
IP	-----	---	---	In-Progress
IC	-----	---	---	In-Complete
DN	-----	1.00	0	Denied
NP	60 Or More	---	---	No Grade Pass
NF	Less Than 60	---	---	No Grade Fail
W	-----	---	---	Withdrawn

### Appendix (B): An example on Calculating Semester & Cumulative GPA

SEMESTER ONE					
Course	Number of units	Percentage	Rate code	Rate weight	Number of points
Slm 301	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
Phys 312	4	80	B	4.00	16.00
Total	12				48.25

$$\text{Average of Semester One:} = \frac{\text{Total Points}(48.25)}{\text{Total Points}(12)} = 4.02$$

SEMESTER TWO:					
Course	Number of units	Percentage	Rate code	Rate weight	Number of points
Slm 104	2	96	A +	5.00	10
Chem. 327	3	83	B	4.00	12
Math 314	4	71	C	3.00	12
Phys 326	3	81	B	4.00	12
Total	12				46

$$\text{Average of Semester Second:} = \frac{\text{Total Points}(46)}{\text{Total Points}(12)} = 3.83$$

$$\text{Cumulative average (GPA)} = \frac{48.25+46}{12+12} = 3.74$$

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