

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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



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وزارة التعليم
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Student Manual for Study & Tests

DEPARTMENT OF MATHEMATICS

Bachelor in Mathematics Program

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A List of study and tests regulations for undergraduate students

Article [1]: 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 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 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 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 code 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.

1. Admission of Prospective Student

Article [2]

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.

Article [3]

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 **h 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).

Article [4]:

The preference is for the applicants who meet the conditions according to their grades in the General Secondary Certificate **ExaminationPersonal** review and acceptance tests, if any.

2. Study system

Article [5]:

A student progresses in the study in accordance with the implementation **rulesapproved** by the University Council.

1. Study plans for undergraduate study are designed for a minimum of eight semesters.
2. 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, registration of compulsory and optional courses, and other academic-related issues.
3. The student is responsible for recognizing and following up on the study system and its regulations governing the graduation requirements.
4. The student progresses in the study according to the following:
5. He/she progresses academically according to the courses he/she successfully passed within the approved study plan.
6. He/ She continues his / her academic according to the approved
7. study plan and is a candidate for graduation if he/she completes
8. graduation requirements.
9. Model study plans are designed for around a minimum of eight semesters **forundergraduate** students; however, students can finish graduation requirements in less period.
10. The study system covers undergraduate programs.

Article [6]:

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 study plan approved by the University Council.

Article [7]:

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 of the minimum course load.

Article [8]:

The student must adhere to attending lectures 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 **wishes to** 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 **thesemester**, and determined according to the following rules:

- 1 Minimum Limit: The minimum course load is 12 credit hours **persemester** 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 **lessthan** 2.00 out of than 5.0

3. Attendance and Withdrawal

Article [9]:

The regular student must attend lectures and practical lessons, and **incase** his/her attendance is below the percentage determined by the **UniversityCouncil** 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).

Article [10]:

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 **notless** than (50%) of the lectures and practical classes of the course.

Article [11]:

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 of

semester works

Article [12]:

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 **extremenecessity**, accept that excuse and allow that student to do a retake exam within a period not exceeding the end of the following semester. The **studentresult**, in this case, is given as obtained after doing the retake exam.

Article [13]:

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 **withinthe** regular period. and it is permissible to withdraw with an excuse **fromone** or more courses in the semester according to the executive rules approved by the Council

1. 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/enrolmentis 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 form this condition.

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

3. 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, **andfour** weeks for the summer semester, provided that his/her course load is **notreduced** to less than the minimum limit.

4. Study Postponement and Discontinuance

Article [14]:

The student may apply for postponement of the study for an **excuseaccepted** by the body determined by the University Council, provided that postponement must not exceed two co-executive semesters or three

non-consecutive semesters maximum throughout his/her study at 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.

Article [15]:

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. 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.

5. Re-enrollment

Article [16]:

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:

1. To apply for re-enrolment within four semesters from the date of the enrolment closure.
2. The concerned College Council and relevant authorities should approve the student re-enrolment.
3. 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.
4. A student may not be re-enrolled more than once, and the University Council may exclude students from this condition - if necessary.
5. A student whose enrolment is closed may not be re-enrolled if he/she has been warned academically.

Article [17]:

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.

6. Graduation

Article [18]:

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 a passing 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. A student is not considered a 'graduated' before the issuance of the University Council's approval granting him/her the academic degree.

7. Dismission from university

Article [19]:

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

1. 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 the fourth chance to those who can raise their Cumulative GPA through studying available courses.
2. 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.
3. 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 at maximum.
4. 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.
5. 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.

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

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.

7. 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

8. Exceeding two semesters, provided that this period is sufficient for the student to graduate.

9. 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

8. Transfer

Transfer from one university to another:

Article [20]:

A student transfer to university could be approved according to the following conditions:

- He/she must have studied at a recognized college or university.
- He/she must not have been dismissed from that university for **disciplinary reasons**.
- He/she must satisfy the conditions of transfer determined by the University Council.

First: Student transfer to university could be approved according to the following conditions:

1. He/she must be enrolled in a college or university recognized by the Ministry of Higher Education for at least one academic semester.
2. He/she should not have failed in the cumulative GPA.
3. He/she should not have been dismissed from the University he/she is transferring from for disciplinary or educational reasons.
4. Transfer should not be from a lower to a higher educational degree.
5. The number of course credit hours required to be studied at Jouf University by the transferred student should not be less than (60%) out of the required hours to obtain a degree from the university.
6. The sum of the period spent by the student in the previous university and the remaining period at Jouf University should not exceed the average duration of the minimum and maximum limits of time to stay at university.
7. He/she should satisfy the conditions of the department to which he wishes to transfer.
8. His/her cumulative GPA should not be below (2.75) out of (5.00), and the Rector of University can exempt him/her from this condition for persuasive reasons.
9. Transfer procedures must be completed before the end of the first week of the semester or the academic year of the colleges that applies the annual system.
10. The transfer movement is to be recorded in the student's academic record.

Article [21]:

The College Council equates courses studied by the student outside the University upon the recommendation of the departments offering these courses, where such courses are recorded in the academic record of the student and are not calculated within the cumulative GPA.

Article [22]:

In case it was found out that the student was dismissed for disciplinary reasons, after a his/her transfer, his/her enrollment is considered cancelled from the date of accepting his/her transfer to the university.

Article [23]:

The transfer of a student from one university to another during any academic semester is done in accordance with the announced procedures and dates of **university** to which the student is transferring and the general rules of transfer

Transfer from One College to Another within the University

Article [24]:

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

First: Student transfer from one college to another within the University could **beapproved according to the following conditions:**

1. He/she has not spent more than four semesters excluding the preparatory program semesters such as: the preparatory year and the intensive **English** course.
2. Transfer procedures must be completed during the first week of the semester **or** the academic year for colleges that applies the annual system. In case of any delays the transfer would be for the next semester.
3. The student may not be transferred before completing at least one **academicsemester** in the college from which he is transferred and has a cumulative GPA.
4. Students are permitted to do a transfer only once during their **undergraduestudy** or twice if one of them was during the **Preparatory** year or the **intensivecourse**.
5. The student who is transferred to the preparatory year or the intensive course **is** returned to the previous department in case he/she failed to pass **itfor onetime only**.
6. The transfer of preparatory year students to colleges that do not require the preparatory year is done according to the admission standard for the current or previous semester if admission is according to the vacant seats in the colleges is not active.

Second: The transfer of students from the transitional programs to their corresponding colleges in the Bachelor's program within the university is done according to the following rules:

1. The student is entitled to transfer from the bachelor's degree to a **transitionalor** a preparing program with the equivalence of courses according to the system of equations.

2. The student transfers to the corresponding college if he/she completes all the transitional program courses with a grade of not less than **2.00 out of 5.00**.
3. If the student has completed 50% of the total hours of the transitional program plan over **II** the courses of the preparatory year program in the transitional program with a cumulative GPA of not less than 4.00 out of 5.00, he/she can transfer to the corresponding college.
4. If the student has six hours left to complete the transitional program, **he / she could** be transferred to the corresponding college, provided that his/her cumulative GPA is not below 2.50 out of 5.00.
5. Transfer to the corresponding college of the transitional program is not included in the transfer movements.

Third: Transfer from one faculty to another within the university in the same specialization:

It is allowed to transfer from one faculty to another within the university in **the same** specialization unless the student exceeds (60%) of the program's graduation requirements and if the program plan to be transferred to is identical to the original program plan, where this movement is **calculated within** the movements referred to in [Article 46]. All previous courses studied by the transferred students from one college to another are recorded in his/her academic record including grades and semester and cumulative GPA throughout his / her study at the **University**.

Transfer from one department to another within the college

Article [25]:

A student may transfer from one major to another within a college, upon the Dean's approval, in accordance with the rules set out by the University Council.

1. The transfer from one department to another within the college takes into account the regulations stipulated in the implementation rules of Article [24].
2. The approval of the department being transfer between the tracks of the same department only once after ensuring the approval of the Dean of the College concerned, provided that this movement is not counted within **the movements** referred to in Article [24].

Article [26]:

All previous courses studied by the transferred student from one major to another are recorded in his/her academic record including grades, and semester and cumulative GPA throughout his / her studies at **the University**.

9. Visiting Student

A “visiting student” is a student who studies some courses at another university or at any branch of his/her university without being transferred, where courses that he/she has studied are equated according to the following controls:

1. He/she must obtain, in advance, the approval of his/her college.
2. His/her study should be at a recognized college or university.
3. The course the student studies outside his/her college should be equivalent, in terms of content, to a course required for graduation.
4. If the visiting student is studying in one of the branches of the University to which he/she belongs, the rules under Article [47] are applied.
5. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
6. The averages of equated courses for the visiting student from other universities are not calculated within his/her cumulative GPA, where these courses are recorded in his/her academic record.
7. Any other conditions determined by the University Council.

10. Final Examinations

The College Council of each course determines, upon a proposal of the 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 the Department Council, declare 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:

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

The College Council of each course may include, upon a proposal of the 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 a 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 the 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) the in-student's record.

1) 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
60 to less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

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%) oflectures 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 the 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.

11. Final Examinations Procedures

The College Council may form a committee to cooperate with the departments **inorganizing** 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 **dateof** 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 **mayappoint** 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 **studentson** 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 to 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 examinations, attempting to cheat, or violating instructions and assessment regulations expose involved students to 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 for 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 answersheets 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** 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 Head of the Department within the period specified in the regulation list.
- 4) Coordinating with the departments with 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' answer sheets for at least two academic **semesters at** the college offering 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.

12. General Rules

This list of regulations cancels all preceding lists organizing study **and examinations** at the undergraduate stage. The University Council can set out implementation rules provided that they are not inconsistent with the provisions of this list. The Higher Education Council is entitled to interpret this list.

13. 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	Point	Description
A +	95 -100	5.00	Exceptional
A	90 to less than 95	4.75	Excellent
B +	85 to less than 90	4.50	Superior
B	80 to less than 85	4.00	Very Good
C +	75 to less than 80	3.50	Above Average
C	70 to less than 75	3.0	Good
D +	65 to less than 70	2.50	High Pass
D	60 to less than 65	2.00	Pass
F	Less than 60	1.00	Fail
IP	-----	---	In-Progress
IC	-----	---	In-Complete
DN	-----	1.00	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
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
Average of Semester Second: =		$\frac{\text{Total Points}(46)}{\text{Total Points (12)}} = 3.83$			

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

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



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