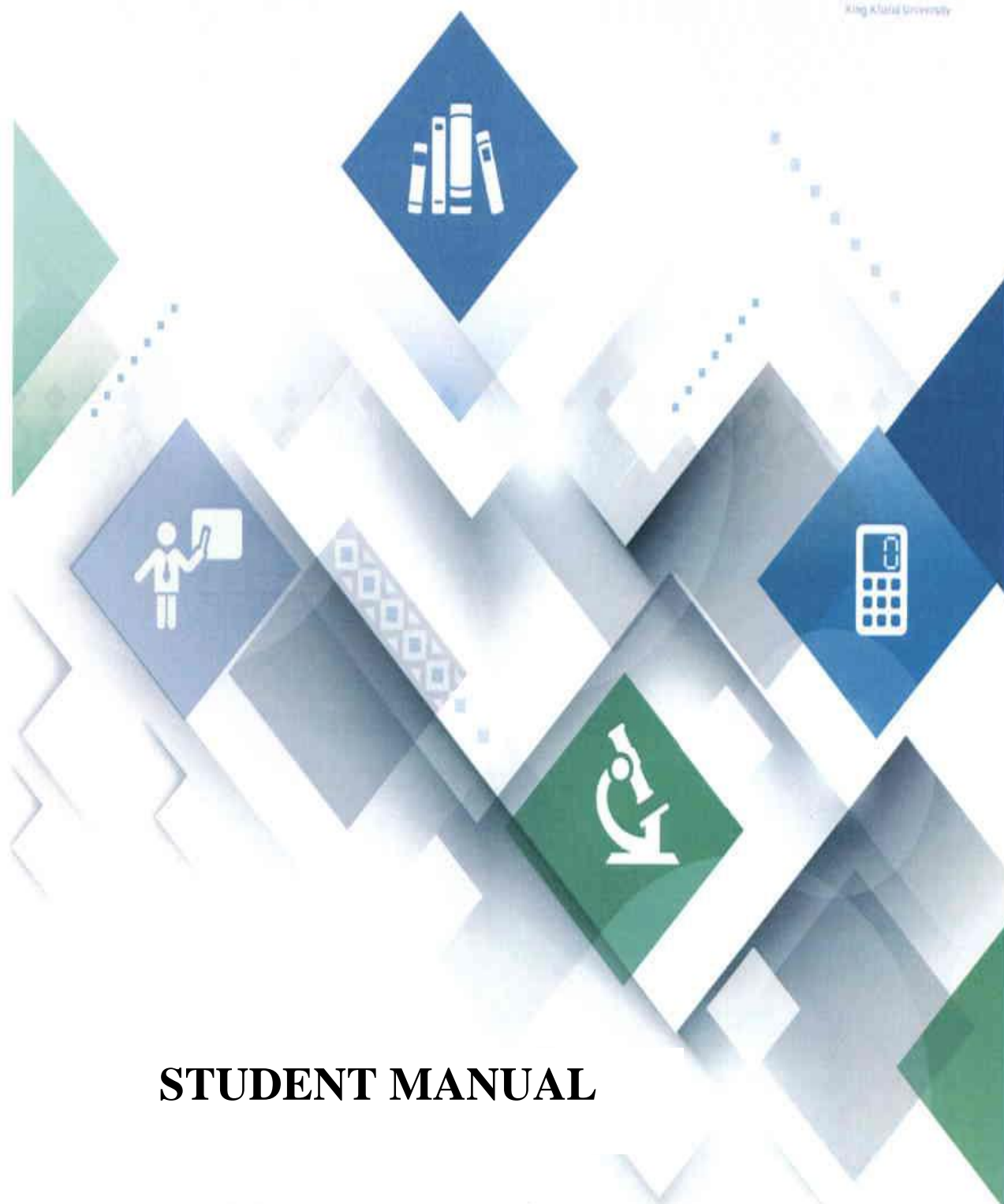




**Mechanical Engineering Department**  
**College of Engineering, King Khalid University**

**Student Manual**



# STUDENT MANUAL

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## **Dear Students**

You are all welcome by the admission and enrollment Deanship at King Khalid University. We wish you all, by the will of God, a successful academic expedition. The admission and enrollment Deanship is considered the heart of the University, and the basic promoter of the educational process in the University in cooperation with the faculties. Deanship is as well considered a fundamental partner to the student in his/ her academic journey and the portal of the students to the university, starting from the enrollment in the university, passing by the semesters operations, like: registration of the academic schedule, implementation of the academic activities, etc..., ending by graduation and the delivering of the graduation manuscript to the student, along with his/ her academic record.

In the vein of the care provided by Deanship to the student, this manual has been prepared as a guide which clarify the academic system applied at the university for the students, out of which, the students, can know their rights and duties, what they have and what they ought.

Finally, the admission and enrollment Deanship wishes you the continuous success and prosperity.

### **Important notice:**

- You can review your academic schedule and the implementation of the academic activities though the academic gate "Academia" concerning the student, and which is completely managed on the part of the acceptance and enrollment deanship.
- Be careful to change the password, and not to deliver it to nay person.

- The University ID card shall be sent to the faculty which has accepted the student.
- The ATM card, of the student shall be sent to the faculty in which he/ she has been accepted.
- It is possible to participate in the service of the deanship by sending the activation word from **WhatsApp** to the following number 055278115, then the symbol # to the same number in order to know the available services.
- You can connect with the acceptance and enrollment deanship through the social media service of "Academia".
- Be diligent to share in the activities organized at the University, and get benefit thereof.
- Be diligent to get the information from its true source and avoid rumors and messages of unknown source which are spreading among students.

## **Deanship Structure:**

Dean of Admission Enrollment

**Dr. Sultan Al-Fareh**

Sub-dean of the admission & enrollment  
for the female student affairs.

**Dr. Hanan Al-Saeidi**

Sub-dean of the admission & enrollment  
for development and quality.

**Dr. Abdel Mohsen Al-Qarny**

Sub-dean of the admission & enrollment  
at the university branch of Tuhama.

**Dr. Ibrahim Al-Qayed Assiry**

Sub-dean of the admission & enrollment  
for technical affairs.

**Dr. Abdel Rahman Al Barqy**



### **Academic Schedule:**

The deanship of admission & enrollment shall, automatically, register the schedule for all students, at the beginning of each semester.

### **General Conditions:**

- Syllabus registration of the student shall be automatically registered without any previous request.
- Each student, can omit, add and modify, according to the dates and rules of the registration.
- The student shall be promoted from his level to the next one, if he passes successfully all curricula of that level. In this case, the student is supposed to abide by the plan.
- The student shall be considered failing if he does not succeed in any of the syllabus of the level in which he is enrolled.
- The joint programs students, if not succeeding in any of the syllabus of the joint program plan, the student shall be enrolled in the joint program until he/she finishes all curricula.
- The minimal level of the academic load, in the syllabus registration, shall be (12) twelve academic units per academic semester, unless there is a reason obliging him/ her to remain below such level.
- The maximum level of the academic units to be registered per semester depends on the student's grade and his own academic plan. Provided that it shall not exceed twenty (20) hours to the maximum, in the ordinary semesters, and ten (10) hours during summer semester.
- The student has a time window for omission and addition, according to the academic calendar through "Academia".





## **Omission and addition mechanisms**

- **The student:**

Omission and addition through accessing the e-portal "Academia".

- **Admission and Enrollment Deanship:**

- 1- Automatic enrollment for the student at the beginning of each semester.
- 2- The coordination with the faculties registrars to prepare the academic schedule.

- **The Faculty:**

Shall study the student's position and find solutions thereof, if he has any problem in the academic schedule in coordination with the deanship of admission & enrollment.

## **Excuse from attending an academic semester**

It is excuse from the follow up of studying in the academic semester without the student, being considered failing.

### **General conditions:**

1. The student shall submit an application to be excused from the semester, during the fixed period, and before the start of the final exams, with a minimum of five weeks time according to the academic calendar.
2. The student shall not have the right to excuse for more than two consecutive academic semesters, or three nonconsecutive academic semesters, during his whole staying period in the university.
3. The excuse period shall be calculated among the period necessary for the completion of graduation requirements.





## **Mechanism for excusal from a semester**

- **The student:**

- 1- Shall submit an application for an excuse through the electronic portal "Academia" through the period consecrated for the acceptance for the excuse applications.
- 2- Shall have the right to regress from the excuse application within 48 hours after the application submission.
- 3- Shall follow the results of his excuse application on the electronic portal, and in case of unapproved application, then the student shall oblige to attend according to the schedule.

- **The Admission and Enrollment Deanship:**

1. Ensures that the student is in conformity with the excuse conditions.
2. Shall automatically accept the excuse and execute it.

- Should the excuse take effect, the student will be assigned the grade of Withdrawal with Excuse (WE) in all curricula of that same academic semester.

- **The faculty:**

1. Shall receive the excuses applications, from the student, if not into conformity with the excuses policies from the academic semester.
2. Shall study the case of the excusal application submitted by the student, and present it to the department's council, then to the faculty council.
3. If the agreement is obtained, the matter shall be raised to the admission and enrollment deanship for execution.
4. In case of rejection, the student shall be notified therewith.



## **Excusal from an academic syllabus**

It is the excuse to continue studying a certain syllabus, without considering the student failing therein, and without being barred from the student's schedules.

### **General conditions:**

- 1- It shall be allowed for the student, to obtain an excuse from studying only one syllabus, automatically; according to the university's academic calendar.
- 2- Upon excusal from such a syllabus, the academic load must not be less than the minimum of (12 hours after the excusal).
- 3- The allowed curricula number applied for excusal must not exceed the maximum of four (4) academic curricula, during his whole course in the university.
- 4- The student may not excuse from a certain syllabus more than once during his study course.
- 5- In case the student, shall apply for excusal from a certain syllabus after the deadline for application for such an excusal, even before the start of the final examinations in the general preparation subjects, according to the university's academic calendar, the student shall submit the application directly to the faculty's dean, who shall transfer the application to the student's supervisor. In case of recommending to accept the application, it shall be referred to the department's council, then to the faculty's council for the revision thereof. In case of approval of such an application, the faculty shall raise it to the admission and enrollment deanship for implementation.
- 6- The student shall receive the grade of (W) for such a syllabus.
- 7- The excusal period shall be calculated as part of the regular period for the graduation requirements. Therefore, no reward shall be counted for the student.

## **Implementation mechanism**

### **• The student:**

1. Shall submit an application for excusal through the electronic portal "Academia" during the indicated period for excusal from a certain syllabus and according to the designated conditions.
2. If the request cannot be conducted through the system, then the student shall submit the same to the faculty dean, reinforcing such request with whatever gives reason to the need for excusal from a syllabus.

### **• The Admission and Enrollment Deanship:**

The Deanship shall automatically convey the application once in fulfillment with the regulations.

### **\* The Faculty**

1. Shall receive the excuse application, from the student, if not in conformity with the syllabus excusal policies.
2. Shall study the case of the excusal application submitted by the student, and file it to the department council, and the faculty council.
3. If the agreement is obtained, the matter shall be raised to the admission and enrollment deanship for execution.
4. In case of refusal, the student is to be notified therewith.



### **Postponing a certain semester**

It is deferring the study of such academic semester without considering the student, as failing.

#### **• General conditions:**

1. The student shall submit a request for postponing the semester through the specified period, which is two (2) weeks before the start of the academic semester, that is to say, before introducing the academic schedules.
2. If a lady student adjoining her husband in a scholarship, has the right to defer the study for a period equal to the period of her husband's scholarship, given that she shall furnish what proves the period of his scholarship, and also what proves her residence with him at the country of the scholarship.
3. Such postponing period shall not be included within the period necessary to fulfill the graduation requirements.
4. The regular student shall keep the reward of the semester which has been postponed, and shall not be discounted from him /her. It shall not be considered within the regular period for the completion of the graduation requirements.

### **Procedure of postponing the semester**

#### **• The student:**

1. Shall submit an application requesting postponing the semester's study through the portal, within the period consecrated for such a procedure.
2. Shall follow the results of his postponing application on the electronic portal. In case of refusal of his application for postponing, then the student shall be deemed attending according to his schedule.

#### **• The Deanship of Admission and Enrollment**

1. Shall make sure the student, is in conformity with the postpone requirements.
2. Shall automatically execute it.



**\* The Faculty:**

- 1- Shall receive the student postponement application if it doesn't conform with the provisions.
- 2- Shall study the case of the student, then present the student application to postpone the academic semester, to the department council, then the faculty council.
- 3- If the agreement is obtained, the matter shall be raised to the admission & enrollment deanship, for execution.

## **Dismissal and Reinstatement**

### **Dismissal**

The enrollment of a regular student shall be suspended in case of absence for one whole academic semester, without requesting postpone. The university council may dismiss the enrollment of a student if he/she doesn't attend his/her courses for even a lesser period.

The affiliated student, his/her enrollment shall be closed if he is absent from all the final examinations of that semester without an acceptable excuse.

### **Reinstatement:**

The suspended student may submit a petition for reinstatement as a regular student in the university with the same university serial number.

### **General conditions:**

1. The student is eligible for reinstatement no later than four (4) academic semesters as of his enrollment date.
2. The concerned faculty council should approve the reinstatement of the student, during first two (2) weeks as of the start of the academic semester. In case the faculty council approval delayed beyond this period, then the student shall be re-enrolled in the following semester.
3. It shall not be allowed to reinstate a student, more than once. In case of necessity, the university president might make an exception from that regulation after presenting the matter to both the department and faculty councils.
4. Student reinstatement shall not be allowed if he/she has been dismissed due to academic or disciplinary action.
5. The student did not commit, during the period of insemesterission, any serious breaches in misconduct and behaviour.
6. The student did not enroll, during the period of absence, in another university from which he/she has been expelled punitively or academically.
7. The student must obtain agreement of his/her reference, if he/she is working in a governmental or private institution.
8. Student reinstatement, whose enrollment has been suspended from the university, or withdrawn from the university, shall not be reinstated if he/she has got more than two (2) academic warnings.







9. If a period of five (5) academic semesters or more has passed after the dismissal of the student enrollment, the student, may choose one of the following:

- The student applies to be admitted to the university as a freshman for the bachelor degree during the period advertised for admission without referring to his previous academic record, if the conditions for admission shall apply, in this semester or such an academic year.
- The student shall apply as a freshman in one of the university's community colleges without referring to his/her prior academic record.
- The University's council may reinstate the student, to continue in the same major according to the following conditions:
  1. The period of nonattendance did not exceed the regular period for the program (the academic degree) as of the date of absenteeism.
  2. Absenteeism must be reinforced with a reasonable cause, upon which both the department and faculty councils agree thereto.
  3. That the student should have successfully passed 40% the academic units.



### **Procedure of reinstatement:**

- **The student:**

The student shall apply for reinstatement through the electronic portal "Academia" and this within the period indicated for this purpose.

- **The Deanship of Admission and Enrollment:**

1. Shall re-admit the student after verifying the fulfillment of the condition for re-admission .
2. Shall Register an academic schedule for the student.

- **The faculty:**

1. Shall receive the reinstatement appeal if the student does not meet the requirements.
2. Shall study the case of the student, in case he/she doesn't fulfill provisions for reinstatement, and proceed the matter to the concerned councils.



## **Rewards:**

Every regular student studying at the King Khalid university, is entitled for a monthly reward. The student may review all that pertinent to his payments through the site "Academia".

### **• General conditions:**

1. Discipline at the University.
2. The visiting student: No reward shall be granted for the visiting student, who is a student in another university outside King Khalid University except after submitting a basic accredited academic record from such a university then he/she shall be paid a reward with a retro-active effect.
3. Not exceeding the statutory period of the program.



**First:** The amount of the reward which the student, shall obtain: Upon the student, obtaining admission to King Khalid University, he shall be eligible for the following rewards:

Description	Type	Payment	Sum
Scientific Departments: Bachelor, Diploma (Sociology)	Reward	Monthly	1000S.R
Literature and Art (Regulars only): Bachelor, Diploma (Sociology)	Reward	Monthly	850 S.R
Persons with special needs	Reward	Monthly	According to type of disability
Excellence reward	Reward	Yearly	1000 S.R
Higher studies girl students (Regulars only)	Reward	Monthly	900 S.R
Higher studies girl students	Allowance (Books & References)	Yearly	900 S.R
Higher studies girl students	Allowance for printing masters thesis	Once	3000 S.R
Higher studies girl students	Allowance for printing doctorate thesis	Once	4000 S.R

### Notice:

The sum of 10 riyals shall be deducted from the monthly rewards sums, as fees for the faculties in favor of the student fund.

### Cases in which rewards shall not be paid:

1. The rewards shall not be paid for the excusing student, as of the date of excusal. The excused semester shall not be counted among the statutory period.
2. No reward shall be granted for the deferring student, the postponement interval shall not be included in the statutory period.
3. No reward shall be paid for the student, for whom an academic warning has been addressed due to the decline of the cumulative grade below the minimum level of (2.00) out of (5.00).
4. Exceeding the statutory period of the program requirements.





### **Document required for the reception of the ATM card**

- The original university card or the original civil ID card.
- Request for a replacement card for the automatic teller machine:

#### **• The student**

She student shall submit an application requesting the issue of the ATM card through "Academia", in case of its loss, damage, or loss of the pin code.

#### **• Admission and Enrollment Deanship:**

1. Request for a replacement card, or a damaged one, for the student, from the bank.
2. Dispatching the card to the student faculty.

#### **• The faculty:**

1. Shall receive of the card from the Admission and enrollment deanship.
2. Shall deliver the card of the student after confirming his/her identity.



### • **Visiting Student**

The student shall be allowed to study some curricula at another approved university, through the electronic portal, at the university website, and the subjects in which he has succeeded shall be equalized.

#### **General conditions:**

- The student must have an academic record with (a cumulative GPA) for two actual academic semesters, at least received at the faculty in which he has been enrolled before he applied for study as a visiting student.
- It is mandatory to obtain a prior agreement (acceptance) from the student's faculty, to permit him/ her to carry on his/ her studies as a visiting student, with specifying the curricula which he/ she shall study. The faculty shall set up the condition of obtaining a certain GPA for the curriculum equalization. He is to be directed to the study by virtue of an official letter addressed to the admission and enrollment deanship at the university he/she shall visit.
- The curriculum which is been studied by the student outside the university, must be equal in its subjects with not less than 80% and the credit hours must be equal or more than the units of curriculum of King Khalid University.
- The maximum total of study units which can be calculated as studied outside of the university should be equal to twenty present graduation units required for that purpose at King Khalid University.
- The curricula results which shall be equalized for the visiting student shall not be included into his/her GPA.
- The student shall provide the admission and enrollment deanship with the results he has obtained within 2 weeks as of the date of the start of the first semester, otherwise, the student shall be considered absent from study.

## **Implementation mechanisms:**

### **• The Student:**

1. The student shall submit a request for attending a visiting semester through the electronic portal "Academia", within the period dedicated thereof.
2. The equalization of the subjects from the faculty if not automatically equalized through the system.

### **• The Admission and Enrollment Deanship:**

1. The automatic equalization of subjects, should it has been previously equalized by the faculty.
2. Automatic preparation of a letter of agreement for the student type of study, to the university which he shall visit, this should be available on the student site after the approval of the authorized faculty official office.

### **• The Faculty:**

1. The equalization of the subjects pertinent to the visiting semester, if it has not already electronically equalized through the statute.
2. The accreditation of the student study for the visiting semester.

## **Change of Major**

The student shall be allowed to submit a Change of Major form to another department or another faculty.

### **General Conditions:**

1. The student should have passed two full academic semesters in his previous major, and not exceeding four academic semesters.
2. Achieving a cumulative GPA and fulfillment of the faculty conditions.
3. Subjecting to the holding capacity for the number of seats reserved for internal transfers offered by the university.
4. Application within the period advertised for.
5. The student may transfer to another faculty, only once during the period of his study.
6. The student is entitled to change major, within the faculty in which he has been accepted, only twice during the period of his study.

### **Implementation Mechanism:**

#### **• The student:**

The student shall submit a form requesting change of major through the portal "Academia" within the period dedicated for the internal transfer.

#### **• The Admission and Enrollment Deanship:**

1. Shall automatically execute the transfer operations according to the conditions thereof.
2. The issuance of a new card for the transferred student.

#### **• The Faculty:**

1. Shall determine the conditions pertinent to the transfer from the faculty.
2. Approval or refusal of the admission applications according to the specified conditions.





## **Changing type of study**

It means converting from regular to affiliated student or diploma, and vice versa.

### **General conditions:**

- **First: For changing type of study from affiliation to regular**

1. The student must have a cumulative GPA of more than two (2) academic semesters and not exceeding six (6) academic semesters.
2. The student must obtain a cumulative GPA not less than 2 out of 5.
3. Change type of study shall be done for only one time during the whole period of study.
4. The student should submit an application for changing type of study within the advertised internal transfer period.
5. The student should not exceed the 6<sup>th</sup> level.

- **Second: Changing type of study from regular to diploma:**

1. Changing type of study shall be for only one time during the whole period of study.
2. The student must submit an application requesting the change of study within the advertised internal transfer period.
3. The student should not have been previously disciplinary dismissed from the university.



**Mechanism to submit the application:****• The student:**

The student shall submit an application for changing type of study through the electronic portal "Academia" during the period dedicated for that.

**• The Admission and Enrollment Deanship:**

1. The final approval for the submitted applications after being approved by the faculty.
2. The automatic enrollment of the student automatic schedules.

**• The Faculty:**

The accreditation of the applications submitted through the electronic portal, by acceptance or refusal, according to the conditions.

## **Academic Dismissal and Additional Chances**

**The undergraduate student shall be dismissed:**

1. Upon receiving three consecutive warnings, utmost, due to the decline in cumulative GPA, below the grade required for graduation.
2. In case of failure to satisfy the graduation requirements within a maximum period equal to half of the statutory graduation period beyond the program schedule.

### **Additional chances (undergraduate student)**

1. The student shall be given a fourth chance that shall be offered to whoever was unable to raise his cumulative GPA. Assuming that he has obtained 61 points from the study of fifteen (15) academic units, this shall be automatically calculated and executed.
2. If the student was unable to raise his cumulative GPA after giving him the fourth chance, the faculty council, if necessary, shall grant him a fifth chance after the recommendation of the department council, to whoever may raise the cumulative GPA, on the assumption that he has obtained 45 points from the study of 15 academic units. This shall be automatically calculated and executed.
3. If the student, is not able to raise his cumulative GPA after giving the fifth chance, then the faculty council, may, in case of necessity, after the recommendation of the department council, to recommend to the university council, giving him a sixth and final chance, to whom who was unable to raise his cumulative GPA, assuming that he has obtained 2, 37 points from the study of 15 academic units. This shall be automatically calculated and executed.



- **Second: The diploma student**

**A student shall be dismissed in the following cases:**

1. If he receives two academic warnings consecutively.
2. If he failed to achieve the graduation requirements for the bachelor degree within the statutory period for his graduation.

**Additional Chances:**

1. A third chance shall be given to those who may raise their cumulative GPA. Assuming that they shall obtain 61 points from the study of 15 academic units. This shall be automatically calculated and executed.
2. If the student, shall not be able to raise his cumulative GPA after giving a third chance, might be given a fourth and final chance after the recommendation of the faculty council to whom shall be able to raise his cumulative GPA on the assumption that he shall obtain 45 points from the study of 15 academic units. This shall be calculated and automatically executed.
3. The student shall be dismissed from University if he shall not fulfill the graduation requirements necessary for obtaining the bachelor degree within the regular period for his graduation.
4. His situation shall be treated according to the following:
  - If he shall not complete the graduation requirements within a maximum period equal to half the period required for his graduation, beyond the program schedule. The faculty council shall grant the student, an exceptional chance to complete the graduation requirements with a maximum limit not exceeding double the original period fixed for graduation, on the condition that the cause of his difficulties shall be acceptable to the faculty council.

**Mechanism:**

An Additional Chance application shall be submitted, to be presented to the faculty dean within the first week from the start of the academic semester.

- **The Admission and Enrollment Deanship:**

1. The student shall be given one or more additional chances after ensuring the fulfillment of the conditions of their granting.
2. Making an academic schedule for the student.

• **The faculty:**

1. Shall study the Academic Stand of the student.
2. Raising a recommendation to agree on the request to give an additional chance to the student if such an agreement has been issued by the authoritative official on this matter.
3. Notifying the student of the refusal of the additional chance application, if no approval thereof has been issued by the authoritative official, on this matter.

## **Absenteeism from final exams & alternative examinations**

The inability of the student to attend the final exams, in any semester subjects, due to a force majeure.

### **General Conditions:**

1. The student, absent from the final exam shall submit his excuse to the faculty dean before the beginning of the following academic semester, by the student himself or any delegated person, who in turn shall transfer the excuse to the faculty council.

In case the faculty council rejected the excuse, the student, shall be officially notified thereof. In case of being convinced by the excuse, the department shall be obliged to conclude the alternative examination within a period not exceeding two weeks from the beginning of the semester.

2. The admission and enrollment deanship shall be electronically notified with the grade which the student has obtained in case of the acceptance of his excuse, after attending the alternative examination within a maximum period to the end of the second week from the beginning of the next semester, the deanship shall approve finally the grade while offering a treatment for the student enrollment.
3. If the alternative examination result declaration shall be later after the beginning of the third week of the academic semester, the modification of the grade shall be accredited, and the admission and enrollment dean ship shall omit the curriculum from his enrollment, while it shall be impossible to do any other treatment for the schedule of the student.
4. It shall be allowed to conclude the alternative examination during the final examination period if the excuse has been submitted early and has been agreed upon.

### **The mechanism of concluding:**

1. It shall be preferable to assign the first week of the academic semester, or the preceding one, as a known time for the students dedicated for taking the examinations. This should be according to the regulations governing the study and examination for the university stage and the executive rules thereof at King Khalid University, for the conclusion of the alternative examinations at the level of the faculty.

2. The excuses shall be submitted to the dean of the faculty before the beginning of the next academic semester. It shall be submitted either by the student, or any delegated person.
3. If the period of the medical report shall include a quarterly exam, then it shall be evaluated by the head of the department and the curriculum professor, in order to repeat the quarterly exam decided for the student.





## **The Acceptable Excuses for Taking the Alternative Exam In Place of the Final Examinations.**

The excuses acceptable by the University and upon which the student, shall be allowed to sit for an alternative examination, in place of the final examinations shall include the following:

1. Sick leave excuses, supported with a medical report for the student, certified by the university medical services, or by a governmental hospital.
2. The decease of one of the family members, the student's first degree relative (father, mother, brother, sister, son, or daughter).
3. A traffic accident which results in injuries hampering the movement. The student shall have to dispatch the necessary medical report by one of his relatives, or directly after the examination by the student, or any other person whom he delegates.
4. Detaining or imprison. The student should request to notify the university by means of a letter issued by the authority in which he was detained. This shall be addressed to the faculty, to which he belongs.
5. Fixed appointments by official authorities like court session sittings, accredited by one of the judges or public notaries, also, any appointments given by hospitals outside the region, and else .
6. Personal and family circumstances of force majeure or emergencies, like family violence, transportation problems, medical symptoms for which medical reports are unavailable. Such cases shall be estimated by means of a committee composed of a dean (man/lady) of the faculty, head (man /lady) of the department to which the student belongs to, as well as the student advisor.

### **Admission and Enrollment Deanship:**

1. The final approval for the requests pertinent to the modification of the approved degree on behalf of the faculty dean.
2. Making the student schedule upon the modification of the degree at the beginning of the semester.

### **The Faculty:**

1. To hold an alternative examination for the student.
2. The teaching staff member shall enter the modified degree through his page on the electronic gate "Academia" and fix the degree
3. The faculty dean shall accredit the degree.

### **Graduation**

The student shall graduate after fulfilling the graduation requirements successfully, according to the academic plan, on the condition that his cumulative GPA shall not be less than the GPA fixed by the council of the university concerned for each major, and that in all cases, it shall not be less than "Satisfactory".



The council of the faculty shall be permitted, on the basis of a recommendation from the concerned department council to set up suitable curricula which will be studied by the student, to raise his cumulative GPA. This shall apply in case of his success in the curricula, while failing in the cumulative GPA.

### **General conditions:**

1. The cumulative GPA should not be less than 2 out of 5, or what shall be specified by the university council.
2. Completing all the plan requirements.

## **Admission and Enrollment Deanship:**

1. The deanship of admission and enrollment shall review all the students records and inspect them, to make sure the student, has completed all the graduation requirements.
2. The deanship of admission and enrollment shall raise, to the university council, memos including lists comprising the students eligible for graduation. This shall take place in the first session following the final examination period for each semester including the summer semester.
3. The students obtaining a grade of incomplete (INC) or those whom are permitted to sit for an alternative examination, in one or more syllabus, at the last academic level for the graduation program, or those of the same standing, individual graduation memos, in their matter, shall be raised upon their completion of the requirements, and after the last academic semester, in the student register, shall be the graduation semester.
4. The student whose academic plans require the completion of the practical training programs, shall have their names raised to the university council, requesting the approval to grant them the degree at the end of the academic semester in which they finish such a requirement, provided that, on the student record, the following sentence shall be fixed: " The student, has accomplished the practical training requirements during this semester."
5. Every graduate shall be granted a graduation manuscript in both languages: Arabic and English in which are specified, his/ her name in full (4 names), place of birth, date of birth, faculty, major and degree, which he has obtained, also his grade upon graduation and his type of registration. The manuscript shall be signed by the admission and enrollment dean, and be stamped by the university seal.
6. In case of loss or damage of the graduation manuscript, a replacement manuscript can be issued for loss or for damage according to the following:
  - The student shall post an announcement concerning the loss of his graduation manuscript in any local newspaper, given that he/ she shall submit an application requesting the issue of a replacement for lost manuscript after 2 weeks from the announcement date. He shall attach the announcement to the request or bring his damaged manuscript.



## **Grading System**

### **Semester GPA**

It is the result of the division of total points obtained by the student, by the number of units for all the curricula that he has studied during that semester.

**Grade obtained by student, shall be calculated as follows:**

<b>Percentage grade</b>	<b>Grade</b>	<b>Symbol</b>	<b>Weight of the grade out of 5</b>
95-100	High Excellent	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	High Very good	B+	4.50
80 to less than 85	Very good	B	4.00
75 to less than 80	High Good	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	High Satisfactory	D+	2.50
60 to less than 65	Satisfactory	D	2.00
less than 60	Failed	F	1.00

**Pertinent to the Diploma and Bachelor stages**

### Point calculation:

Points are calculated by multiplying number of units, by the weight of grade obtained by the student in every curriculum he/ she has studied.

### Example:

#### *First semester:*

Curriculum	Number of Units	Percentage	Grade symbol	Weight of the grade	Points
103	2	85	B+	4.5	9
242	3	70	C	3.0	9
235	3	92	A	4.75	14.25
312	4	80	B	4.0	16
<b>Total</b>	12				48.25

Total points (48.25) Total units (12) student GPA 4.02



## Cumulative GPA

It is the result of the division of the total points obtained by the student, in all the curricula he has studied since he joined the university, by the total units he has studied. Example:

### *Second semester*

Curriculum	Number of Units	Percentage	Grade symbol	Weight of the grade	Points
102	2	96	A+	5	10
217	3	82	B	4	12
214	4	71	C	2	12
226	3	81	B	4	12
<b>Total</b>	12				46

$$\text{Second semester GPA} = \frac{\text{Total points (46)}}{\text{Total units (12)}} = 3.83$$

$$\text{Cumulative GPA} = \frac{\text{Total points for the 2 semesters (46+48.25)}}{\text{Total units for the 2 semesters (12+12)}} = 2.92$$