

Kingdom of Saudi Arabia
Ministry of Higher Education
King Fahd University of Petroleum & Minerals

**The Undergraduate Study and Examinations Regulations
and the KFUPM Rules for Their Implementation**

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Kingdom of Saudi Arabia
Ministry of Higher Education
King Fahd University of Petroleum & Minerals

**THE UNDERGRADUATE STUDY AND EXAMINATIONS
REGULATIONS**

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the Higher Education Council
Decision No. 5/2 taken at the Council's
Second Meeting on 11 Jumada II 1416 Hijri
(corresponding to November 04, 1995)*

and with

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the Custodian of the Two Holy Mosques,
Head of the Higher Education Council
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AND

THE KFUPM RULES FOR THEIR IMPLEMENTATION

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**THE UNDERGRADUATE STUDY AND EXAMINATIONS REGULATIONS
AND THE KFUPM RULES FOR THEIR IMPLEMENTATION**

DEFINITIONS

Article One

- The Academic Year is:** two regular semesters and a summer session, if any.
- The Academic Semester is:** a term of no less than (15) weeks of instruction not including the registration and final examination periods.
- The Summer Session is:** a period of instruction not exceeding (8) weeks not including the registration and final examination periods. The weekly duration of each course in the summer sessions is twice its duration during the regular academic semester.
- The Academic Level:** indicates the study level. The levels required for graduation are eight or more, in accordance with the specifications of each approved degree program.

The Course is:	a subject of study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title and a detailed description of its contents which distinguishes it from the other courses. A special file of each course is kept in the corresponding department for follow up, evaluation and updating purposes. Some of the courses may have pre-requisite or co-requisite requirement(s).
The Credit Hour is:	each of the weekly lectures, with a duration not less than 50 minutes or a laboratory session or field study of not less than 100 minute duration.
Academic Probation is:	a notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.
Class Work Score is:	the score which reflects the student's standing during a semester according to his performance in the examinations, research and other activities related to a particular course.
The Final Examination is:	an examination in the course, given once at the end of every semester.
The Final Examination Score is:	the score attained by the student in each course on the final examination.

The Final Score is:	the total of the class work score plus the final examination score calculated for each course out of a total grade of 100.
The Course Grade is:	a percentage, or alphabetical letter, assigned to a student, indicating the final grade he received in a course.
Incomplete Grade is:	a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade "IC".
In Progress Grade is:	a provisional grade assigned to each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case.
Semester GPA is:	the total quality points the student has achieved, divided by the credit-hours assigned for all the courses the student has taken in any semester. The quality points are calculated by multiplying the credit-hours by the grade earned in each course (see Appendix B).
Cumulative GPA is:	the total quality points the student has achieved in all courses he has taken since his enrollment at the University, divided by the total number of credit-hours assigned for these courses (see Appendix B).

Graduation Ranking is: the assessment of the student's scholastic achievement during his study at the University.

DEFINITIONS OF TERMS USED IN THE IMPLEMENTATION RULES

**The Grading System
applicable at KFUPM**

Appendix "C" shows the grading system applicable at the University including the points assigned to each grade. The maximum GPA a student may attain is 4.00.

Major GPA

The major GPA is calculated on the basis of all the letter grades assigned in the courses taken in the student's major department, in addition to the other accredited courses. The major GPA is determined by the last grade assigned in each course.

**The Credit-Hour for the
Laboratory or Field Sessions**

The duration of laboratory sessions or field study usually ranges between 150 to 200 minutes, but is not less than 100 minutes for any program.

**The Admission & Academic
Standing Committee**

This is a consultative committee set up by the Rector of the University to study applications for transfer, readmission petitions, suspension, and dismissal, and to reach the appropriate recommendations, in accordance with the regulations.

Promotion Exams

These are examinations held at the University for students who achieve outstanding results in the admission exam or at the end of their first preparatory year semester, for exemption from the preparatory year courses.

The Cooperative Program

Some students are required to spend 28 weeks of cooperative work in their major field. These students should regularly consult their advisor about their work. Students must complete the cooperative program before the end of their last semester at the University.

Summer Training

Some students must spend an eight week summer training period in their major field. These students must complete the summer training before the end of their last semester at the University.

ADMISSION OF NEW STUDENTS

Article Two

Based upon the recommendation of the college councils and the other concerned bodies of the University, the University Council determines the number of new students to be admitted in the following academic year.

Implementation Rules of Article Two

1. The Deanship of Admissions & Registration prepares a draft recommendation to the University Council in coordination with the Deanship of Educational Services regarding the number of students to be admitted into the university during the following academic year.
2. The Deanship of Admissions & Registration and the colleges in the University coordinate with each other in the matter of determining the majors of the students who are expected to complete the preparatory year program. The major for these students will be determined according to their own choice.

Article Three

An applicant for admission to the university must satisfy the following conditions.

- a. He should have the secondary school certificate, or its equivalent from inside or outside the Kingdom of Saudi Arabia.

- b. He should have obtained the secondary school certificate in a period of less than 5 years prior to the date of application. However, the University Council may waive this condition if the applicant has a satisfactory explanation.
- c. He must have a record of good conduct.
- d. He must successfully pass any examination or personal interviews as determined by the University Council.
- e. He must be physically fit and healthy.
- f. He must obtain the approval of his employer, if he is an employee of any government or private agency.
- g. He must satisfy any other conditions the University Council may deem necessary at the time of application.

Implementation Rules of Article Three

Applicants having Saudi secondary school certificates must have majored in the natural, or technological sciences, or the administrative and social sciences. If the applicant earned his secondary school certificate from outside the Kingdom, equivalent requirements apply.

Article Four

Admission is granted to applicants who satisfy all admission requirements, and is based on the applicant's grades in the secondary school examinations, the interviews and admission examinations, if any.

Implementation Rules of Article Four

1. The Deanship of Admissions & Registration prints and is responsible for the safe-keeping of the admission examination.
2. The Deanship of Admissions & Registration determines the dates and venues of the admission examinations. The Deanship also publishes the schedule of admission examinations and administers them after obtaining the approval of the Rector of the University.
3. Items a, b, and c of Article 3 above and the associated implementation rules must be satisfied by an applicant before he is allowed to take the admission examination. The applicant must submit his secondary school examination transcript together with his identification documents at the time he enters the examination hall.
4. Following completion of the admission examination and interviews, the Deanship of Admissions & Registration makes a relative evaluation of the applicants, selects those who satisfy the admission requirements and informs the students accordingly. Applicants are granted admission in accordance with their overall evaluation and to the extent permitted by the quota for new admissions established for the academic

year. The Rector of the University approves these admissions or introduces any changes that he may deem necessary.

5. Admission will be canceled for students who have been informed of their admission but fail to report for registration on time.
6. All newly admitted students are required to complete the preparatory year program before starting their undergraduate study. Students may be exempted from part or all of this program according to the implementation rules of the promotion exams.
7. The Preparatory Year Program

7.1 The majority of newly admitted students join the preparatory year program, which aims at preparing students for undergraduate study, in particular to achieving the following goals:

- a. to improve the proficiency of students in English before they undertake undergraduate study;
- b. to develop and improve the students' knowledge of mathematical and analytic techniques through the medium of English;
- c. to introduce students to new subject areas and techniques such as workshop and graphics, thus improving their mental and manual skills;
- d. to familiarize students with the various majors available at the University;
- e. to improve students' physical health and stamina through the Physical Education program;

f. to familiarize students with the requirements of undergraduate study, including study skills and discipline in all its forms.

7.2 The duration of the Preparatory Year Program is one year, divided into two regular semesters and a summer session, if necessary. The preparatory year represents the first and second academic levels of all the undergraduate programs. The following courses are offered during each of the two semesters:

- a. English
- b. Mathematics
- c. Graphics or workshop
- d. Physical education
- e. Other courses as the University deems necessary

7.3 The grades earned by the student in the preparatory year courses are recorded in his transcript together with the semester GPA and his cumulative GPA. However, these grades are not considered in the calculation of the cumulative GPA for the undergraduate program. The academic status assigned to the student at the end of his last regular semester in the preparatory year continues through his third academic level (i.e., first semester of the freshman year).

7.4 A student may be exempted from the Preparatory Year Program if he proves his proficiency in English and mathematics in the promotion examinations or by the credentials he has submitted.

7.5 If a student passes only the English part of the promotion examination, he will be partially promoted to the next academic

level, but is required to fulfill any remaining preparatory year requirements during the same year.

7.6 Final Evaluation of the Preparatory Year Students

Student performance will be evaluated at the end of the preparatory year to determine those who have fulfilled the University preparatory year requirements. The performance of the student in all the courses he has taken shall be considered in addition to the results of all the exams taken at the end of the program. Levels of evaluation are classified below.

7.6.1 Fully Passing the Preparatory Year Program

Any student may register for the third academic level if he fulfills the following requirements:

- a. successfully completes all the preparatory year courses with the grades indicated in b and c hereunder;
- b. earns grade C or better in the first or the second level courses of English in the preparatory year;
- c. earns grade C or better in the first or the second level courses of mathematics in the preparatory year.

Promotion of a student to the third academic level, after completion of all preparatory year requirements, takes place at the beginning of the semester immediately following his

completing these requirements. The student may select any of the majors offered by the University.

7.6.2 Partial Passing of the Preparatory Year Program

If a preparatory year student passes only the requirements of either English or mathematics, he will be eligible to study some of the third academic level courses, provided he simultaneously fulfills the remaining preparatory year requirements during a single semester; otherwise he will be obliged to dedicate his time exclusively to the preparatory year.

7.6.3 Dismissal from the Preparatory Year Program

A student will be dismissed from the Preparatory Year Program if either:

1. he earns the grade F or DN or WF twice consecutively in the same English or mathematics preparatory year courses; or,
2. he fails to complete all the preparatory year courses within a maximum of three regular semesters, as opposed to the two semesters normally required for completing the preparatory year.

ACADEMIC REGULATIONS

Article Five

- a. Undergraduate study follows the academic levels system.
- b. Undergraduate study comprises a minimum of eight academic levels.
- c. The duration of each academic level equals one regular semester.
- d. The student gradually progresses from one academic level to another in accordance with the approved promotion rules.

Implementation Rules of Article Five

1. Students are responsible for knowing and following the academic rules and regulations including the requirements for graduation. Academic advisors assist students in planning their academic programs, but their academic advising activities do not relieve students of this responsibility. Therefore every student should be thoroughly familiar with all the academic regulations and the degree conferral system and remain informed about them throughout his career at the University. A student may seek the assistance of his academic advisor or the department chairman in this respect.
2. The University assigns an academic advisor to each student to assist him in matters relating to his academic progress such as:
 - a. selecting a degree program consistent with the student's objectives and ability;
 - b. interpreting and understanding the academic regulations;

- c. informing the student of the sequence of required and elective courses in his degree program and suggesting electives;
- d. monitoring the student's progress and performance;
- e. assisting in preregistration and other registration activities;
- f. assisting in course substitution, if necessary.

The academic advisor is a faculty member in the academic department or the college in which the student is enrolled. The advisor of the preparatory year students is the Director of the Preparatory Year Program or anyone he authorizes to act on his behalf.

3. Registration Procedures

3.1 Preregistration

At approximately the middle of the first (fall) semester, preregistration is held in each academic department for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester of each year, students preregister for both the coming summer session and the first semester of the following academic year.

Preregistration is required of all enrolled students who intend to continue their studies at the University during the following terms. Students preregistered for a particular semester are also required to register formally on the scheduled registration day for that semester. A student is only allowed to change his preregistration with the approval of his academic advisor.

3.2 Formal Registration

Formal registration is held at the beginning of each semester or summer session as indicated in the academic calendar. Each student must personally register himself. Registration by proxy or mail is not permitted.

3.3 Late Registration:

Students who have not completed the formal registration process on the fixed date, may register late during the period specified in the academic calendar.

3.4 Adding and Dropping Courses

A student may change his registration by adding or dropping some courses with the approval of his academic advisor. He may also add other courses during the first five class days of a regular semester (three class days in a summer session). A student may drop courses during the first two weeks of classes in a regular semester (the first week of classes in a summer session). Courses so dropped will not appear on the student's transcript. The approval of the academic advisor must be obtained in both the adding or dropping of courses. In addition, the following conditions apply.

First: Dropping Courses

- a. The course load must remain at or above the minimum allowable limit (see implementation rules of Article 8).
- b. If the course being dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously, or continue to be studied together.

Second: Adding Courses

- a. The course load should not exceed the maximum allowable limit (see implementation rules of Article 8).
- b. The courses added should not result in a conflict in the student's schedule.
- c. It is possible to register in one of the sections of the requested course.

Third: Changing Section Assignments

Original section assignments, as well as any later changes in assignments, take into consideration both the student's new schedule and the equitable distribution of students among all lectures and laboratory sections. A student applying for a section change should:

- One. select a section that meets at times which do not conflict with his current schedule;
- Two. fill the section change form and obtain the approval of the chairman of the department offering the course;

Three. submit the form and schedule to the Deanship of Admissions & Registration and then receive the new schedule.

Following this:

Four. the Deanship of Admissions & Registration will implement the section change if the maximum enrollment in the requested section has not been reached.

Finally:

e. section change requests will only be considered during the period determined by the Deanship of Admissions & Registration.

4. Auditing a Course

A student can change the status of a course for which he has already registered, from regular to audit, with the concurrence of the course instructor and subsequent approval of the chairman of the department offering the course, the academic advisor, and the chairman of the student's major department. However, while making a request to audit a course, the student must bear in mind that:

- a. he can audit a course only if he is expecting to graduate in the current semester;
- b. he cannot audit a course that he needs in order to graduate;
- c. the "audit" status for a course cannot be changed to "credit" status;

Four. once a course has been audited, it cannot be repeated for credit in subsequent semester(s);

e. the deadline for receiving audit requests by the Deanship of Admissions & Registration is the last day for dropping course(s) with the grade of W in the respective term as indicated in the academic calendar.

5. Course Substitution in the Degree Plan

A student qualifies for graduation when he meets the requirements of the degree program in effect at the time he commences his studies. If certain courses are discontinued during a student's course of studies in a particular degree program, or changes are made to the contents of a course, or a new curriculum is adopted that does not include certain courses required by the student, alternative courses will be substituted which are consistent in level, subject area and credit hours with those in the program for which substitutions are required. The final decision regarding substitution of courses lies with the relevant Vice Rector of the University. All substitutions in a student's degree plan must be forwarded to the Deanship of Admissions & Registration.

6. Repeating a Course

A student who obtains a failing grade in a required course must repeat this course. Additionally, a student who wishes to improve his academic standing may repeat a course for which he previously obtained a D grade. The last grade will reflect the student's performance in such a course. Should a student repeat a required course in which he had earned a D grade, and fail, he must repeat the course. All a student's grades are included in the GPA calculation in his transcript.

7. Assignment of Academic Status

A student's academic status will be determined at the end of each semester and will appear on the transcript that shows his achievements throughout his undergraduate study. However, the summer session has no effect on academic status. A student's academic status may be one of the following.

Good Standing

This status is assigned to all students at the beginning of their course of study. Students are expected to maintain this standing till their graduation. This involves a minimum GPA of 2.00 out of 4.00 in the student's cumulative and semester GPA.

Academic Warning

A student will be given this status after the final grades have been processed at the end of each regular semester if:

- a. his cumulative GPA is less than 2.00 but more than 1.00, out of 4.00;
- b. his semester GPA is less than 2.00 out of 4.00.

Academic Probation

A student is given this status after the final grades have been processed at the end of a regular semester, if his cumulative GPA is less than 1.00 out of 4.00.

8. Discontinued

A student is discontinued for at least one regular semester in either of the following two cases if:

- a. he was previously on academic warning or probation in a regular semester and in the next term achieved a semester GPA of less than 1.50 out of 4.00;
- b. the student receives three consecutive academic warnings. The Rector of the University may however give the student an opportunity to continue his studies following the recommendation of the relevant college council.

9. Ending of Academic Warning or Probation Status

The status of academic warning can be revoked after the lapse of one regular semester from the date of the warning if the student achieves a semester and cumulative GPA of 2.00 or above at the end of this semester. A student who has been discontinued may apply for readmission within a period not less than one month from the beginning of the next semester. The Admission and Academic Standing Committee, in coordination with the student's major college, consider applications for readmission of the student at the end of his

discontinuation period. This period is not included in the period required to finish a degree program.

10. Enrollment in the Cooperative Program

Some students are required to work for a training period of 28 weeks in their major field as per their degree plan. In order to qualify for enrollment in this program the student should:

- a. have completed not less than 85 credit hours of his degree plan and should complete the cooperative assignment before the end of his last semester at the University;
- b. have completed all the required courses as identified by his major department;
- c. have a major GPA of 2.00 or above (out of 4.00);
- d. not have been discontinued.

Students are required to be in continuous contact with their academic advisors regarding their cooperative assignment.

11. Enrollment in Summer Training

Some students are required to spend a summer training period of 8 weeks in their major field. These students should complete the summer training period before the end of their last semester at the university. In order to qualify for this program, the student should:

- a. have completed not less than 65 credit hours of his degree plan;
- b. not have been discontinued.

12. Conferral of Two Undergraduate Degrees

12.1 Students are advised to study for one undergraduate degree. However, upon obtaining the approval of the two department councils and the two college councils concerned, a student may apply for two undergraduate degrees provided he has completed at least 32 credit hours and his cumulative GPA is not less than 3.00 (out of 4.00). The following conditions also apply.

- a. The course and cumulative GPA requirements for each degree must be individually satisfied.
- b. The total credit-hours completed should be at least 28 in excess of that which is required by whichever of the two degree programs carries the higher credit-hour requirement.
- c. If both programs have cooperative assignments, the student may take one assignment and substitute the other by taking courses as determined by the councils of the two colleges concerned, in accordance with the study plan of the two degrees.
- d. If both programs require summer training, the student may undertake one program as per the recommendation of the councils of the two colleges concerned.

12.2 If a student wishes to pursue a second undergraduate degree, he has to apply to the Admission and Academic Standing Committee.

13. KFUPM employees may be admitted and registered for an undergraduate program on a part-time basis in accordance with the procedures approved by the Rector of the University.

Article Six

According to the rules and regulations established by the University Council, some colleges may formulate their programs on the basis of a full academic year. In this case the academic year is equivalent to two academic levels.

THE ACADEMIC LEVELS SYSTEM

Article Seven

The academic levels system divides the academic year into two regular semesters. There may be a summer session, the duration of which is considered as half a regular semester. The degree requirements are divided into various levels in accordance with the degree plan approved by the University Council.

Article Eight

The University Council sets up the detailed regulations which govern promotion from one academic level to another bearing in mind the following considerations.

- a. The courses of each major are spread over the academic levels. A number of credit hours is assigned for each level, as required by the approved degree plan.

- b. Students who have not failed in the course of their studies are successively promoted from lower to higher academic levels, according to their approved degree plan.
- c. Students who have failed some courses, are registered in courses with the minimum allowed semester course load bearing in mind that:
 - 1) there should be no conflict in their study schedule;
 - 2) they should satisfy all pre-requisite requirements;
 - 3) they will not be allowed to take more courses from the next academic level other than the number required to complete their minimum course load.

Implementation Rules of Article Eight

1. Course Load

A course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined as follows:

(a) The Minimum and Maximum Course Load Limit in a Regular Semester

The minimum course load limit is 12 credit hours during a regular semester, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 28.

This condition is relaxed in the last semester before graduation. The maximum course load is 19 credit hours.

However, a student is permitted to register for 21 credit hours with the approval of his department chairman, if the student has maintained a minimum cumulative GPA of 3.00 out of 4.00 in all work undertaken during the preceding terms in which he earned his last 28 credit hours.

(b) Minimum and Maximum Course Load in a Summer Session

The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

(c) Minimum and Maximum Course Load for a Student on Academic Warning or Probation

The minimum course load in such cases is 12 credit hours, the maximum is 13 credit hours in each regular semester and 6 credit hours in a summer session.

(d) Minimum and Maximum Course Load for a Student in his Last Term Before Graduation

The minimum course load at this level is 1 credit hour and the maximum is 20 credit hours during a regular semester and 9 in the summer session, provided the student's cumulative GPA of all work undertaken during the preceding terms in which he earned his last 28 credit hours is not less than 2.00 out of 4.00.

2. Degree Plan

The courses of each degree are spread over 10 academic levels. The required as well as elective courses and the number of credit hours that a student needs to successfully complete in order to receive a degree in his major field are clearly specified for each academic level. This distribution of courses and credit hours is called "the Degree Plan". All degree plans are approved by the University Council. The academic departments regularly review and update the degree plans in order to provide students with continuously updated programs. The following rules apply to the degree plans.

- a. A student's degree plan is referred to by a specific code number, with effect from the first semester of his commencement of undergraduate study.
- b. The academic departments present the relevant College Council with a list of approved elective courses. The approved list is forwarded to the Deanship of Admissions & Registration.
- c. In special circumstances, some students may change from one degree plan to another, provided this does not affect their graduation requirements.
- d. In introducing any changes to a degree plan, it is anticipated that some courses may not be offered, or be discontinued, or new courses may be included in the degree plan. Therefore, out-of-phase students should complete their graduation requirements in

accordance with the time schedule of their original degree plan. If the new degree plan requires studying a course that has been canceled, and consequently it becomes impossible to register for such a course, the course could be substituted by an alternative course, consistent in level, subject area, and credit hours, with the approval of the academic advisor, the department council, and the college council. The Deanship of Admissions & Registration should be informed about the approval of this substitution.

- e. A readmitted student will be subject to the degree plan assigned to him during his last semester at the University before receiving discontinued status. However, if this plan has been canceled, he will be placed in the most recent plan in his major.
- f. Students are required to study within the framework of their approved degree plan and once they fulfill all the requirements they are nominated for graduation.

3. Student Transcript of Academic Record

3.1 At the end of each academic term, the student is provided with a copy of his academic record. No additional copy of the transcript is issued or sent to any outside agency without a written request by the student. No partial records are issued. The transcript must comprise the complete academic record of the student from the date of admission to the issue date.

- 3.2 The accuracy of a student record is of the utmost importance and errors or suspected errors should be brought to the immediate attention of the Deanship of Admissions & Registration.

ATTENDANCE

Article Nine

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his attendance is less than the limit determined by the University Council. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course.

Implementation Rules of Article Nine

1. A regular student will not be allowed to continue in a course and take the final examination and will be given a DN grade if his unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.
2. A regular student will not be allowed to continue in a course and to enter the final examination if his attendance is less than 66.7% of the lecture and lab sessions scheduled for the course. This applies to both excused and unexcused absences. The student will be given a W grade in that course provided his unexcused absences do not exceed

20% of the scheduled lecture and laboratory sessions. If the unexcused absences exceed 20%, the provisions of paragraph 1 above applies.

Article Ten

The college council - or whatever body it delegates its authority to - may exempt a student from the provisions of Article Nine and allow him to attend the final examination if he provides an excuse acceptable to the council. For such an exemption provided by the University Council, the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course.

Implementation Rules of Article Ten

The college council - or whatever body it delegates its authority to - may exempt a student from the provisions of Article Nine and allow him to attend the final examination if he furnishes an excuse acceptable to the council, provided that his total attendance in the lecture and laboratory sessions is not less than 66.7% of the lecture and laboratory sessions scheduled for the course.

Article Eleven

A student who fails to attend the final examination will be given zero in that examination. In this case, his course grade will be calculated on the basis of the class work score he earned in the course.

Article Twelve

If a student fails to attend the final examination of any of his scheduled courses due to circumstances beyond his control, the college council, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases the course grade will be given to the student after the make-up examination.

Implementation Rules of Article Twelve

1. The student must furnish the excuse to his instructor and request a make-up examination before the end of the next regular semester.
2. The course instructor submits his report to the department chairman for presentation to the departmental and, then, the college council. The dean of the college informs the student of the council's decision, i.e., as to whether his petition has been accepted or rejected. If the petition is accepted, the student will be informed of the date of the make-up examination.
3. Under exceptionally pressing circumstances, the college council may accept the student's excuse and give him a make-up examination before the end of the next semester. The final grade will be given to the student after that make-up examination.

Article Thirteen

A student may be allowed to withdraw from the University for a semester and not be considered as having failed if he furnishes an acceptable excuse to the authorized body as determined by the University Council, at least 5 weeks before the commencement of the final examinations.

Implementation Rules of Article Thirteen

1. The Deanship of Admissions & Registration studies all applications for withdrawal for one semester, and submits its recommendations to the relevant Vice Rector of the University.
2. If a student has received any course grades before submitting an application to withdraw for a semester, all such grades are retained in his academic record and he will be given a W grade in the remaining courses.
3. A student may submit an application to discontinue study in a particular semester and withdraw from all courses during the stipulated period (after the 10th week and before end of the 14th week) provided he has an acceptable excuse and his grade in each course is determined as "Withdrawn with Pass" or "Withdrawn with Fail" according to his performance. The grade will be assigned by the instructor, with the approval of the department chairman, in the light of the student's performance before his application to discontinue his studies.

Article Fourteen

A student may submit an application for suspension of enrollment, for reasons acceptable to the college council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his entire course of study at the University. Otherwise his enrollment status will be canceled. However, the University Council may, at its discretion, make exceptions to this rule.

Article Fifteen

If a student interrupts his studies for one semester without submitting an application for suspension of enrollment, his enrollment status at the University will be canceled. The University Council however, may at its discretion, cancel a student's enrollment status if he discontinues his studies for a period of less than one semester.

Article Sixteen

A student is not considered to have interrupted his studies during the terms he spends as a visiting student in other universities.

RE-ENROLLMENT

Article Seventeen

A student whose enrollment status has been canceled, may apply for re-enrollment with the same University ID number and academic record he had before his suspension, provided:

One. he applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status;

Two. he obtains the approval of the relevant college council and related departments for the re-enrollment;

c. that five or more semesters have lapsed since cancellation of his enrollment, in which case the student can apply to the University for admission as a new student without considering his old academic record, if he fulfills all the admission requirements for new students;

d. that he has not been re-enrolled previously;

e. that he was not on probation prior to the cancellation of his enrollment.

Implementation Rules of Article Seventeen

1. A suspended student should submit his re-enrollment application to the Deanship of Admissions & Registration at least one month before the beginning of the semester in which he intends to resume study.

2. The Deanship of Admissions & Registration coordinates with the relevant college council in order to arrive at a decision regarding the application.

3. A student who interrupts his studies for more than five semesters may apply for admission as a new student if he fulfills all admission requirements for new students. The student will be assigned a new University ID number and no credits will be transferred from his

previous record, though such credits will appear in his new academic record.

4. This article does not apply to dismissed students.

Article Eighteen

A student who has been dismissed from the University for academic or disciplinary reasons - or from other universities for disciplinary reasons - will not be re-enrolled at the University. If it becomes known later that a student has been dismissed for such reasons, his enrollment will automatically be considered null and void as of the re-enrollment date.

GRADUATION

Article Nineteen

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than "pass". Following the recommendation of the department council, the college council may determine certain additional courses the student should take to improve his cumulative GPA if he has passed the required courses, but with a low GPA.

Implementation Rules of Article Nineteen

1. A student is required to pursue his major degree plan and complete all requirements before graduation.

2. The Deanship of Admissions & Registration will provide the relevant departments with copies of the academic records of all candidates for graduation. The department will then review these records to ensure that the students have satisfied all graduation requirements and will provide the Deanship of Admissions & Registration with a list of the students who qualify for graduation.
3. A student must attain a cumulative GPA and major GPA of 2.00 or above (out of 4.00) to graduate.
4. If the cumulative GPA is lower than the required limit, it may be recalculated at the student's request, provided he has successfully completed all the courses required for obtaining the degree. This will be based upon the recommendation of the department council in coordination with the Deanship of Admissions & Registration and the approval of the college council. However, at the time of graduation, the student's cumulative GPA should not be more than 2.00 (out of 4.00) after recalculation.

4.1 Cumulative GPA Re-calculation Rules

- (a) To exclude any previous grade of a course studied by a student, the student must have successfully repeated the course and obtained grade D or higher.
- (b) The grades F, DN, WF and D may be excluded by subtracting the number of credit-hours of a certain course from the total credit-hours used in calculating the student's cumulative GPA, and subtracting the quality points assigned to these credit hours from the total quality points used for calculating the student's cumulative GPA.

- (c) The total credit-hours of the courses to be excluded from the cumulative GPA calculation should not exceed 24.
- (d) The academic record must include all the grades of the courses taken by the student, showing the grades earned on each occasion. A special mark should be introduced to identify the courses which have been excluded from the cumulative GPA calculation. The academic record should show the re-calculated cumulative GPA.

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

4.3 The rules of re-calculation of cumulative GPA will be applied to courses the student has repeated at KFUPM.

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

- 5. To obtain any degree from KFUPM, the student must have studied a minimum of 36 credit-hours, at the University, including at least 18 credit hours in his major field.
- 6. The Deanship of Admissions & Registration thoroughly reviews all student records to ensure that all graduation requirements are satisfied.
- 7. The Deanship of Admissions & Registration submits a draft recommendation to the University Council listing the students nominated for graduation at the end of each semester.

8. The Deanship of Admissions & Registration submits a draft recommendation to the University Council listing the students who have satisfied all graduation requirements and actually graduated.
9. A graduating student is obliged to obtain a clearance form from the Deanship of Student Affairs and have it signed by the following departments:
The Central Library, Bookstore, Security, Medical Center, Student Housing, Academic Major Department, Student Fund, Deanship of Admissions & Registration, Accounting, and any other departments as determined by the Deanship of Student Affairs.
10. The Deanship of Admissions & Registration prepares and releases the official graduation certificates and degrees and maintains copies of these documents.

DISMISSAL

Article Twenty

Dismissal from the University will occur in the following circumstances.

- a. A student will be dismissed if he obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 2.00 out of 5.00 or 1.00 out of 4.00. Following the recommendation of the college council the University Council may allow the student a fourth opportunity to improve his cumulative GPA by taking additional courses.

- b. A student will be dismissed if he fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The University Council, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.

Implementation Rules of Article Twenty

1. A student is dismissed if he receives three consecutive academic probations.
2. Following the recommendation of the college council, the University Council may allow the student a fourth opportunity to improve his cumulative GPA.
3. A student is dismissed if he fails to complete the graduation requirements within an additional period equal to one half of the original program's duration.
4. In exceptional cases, the University Council may allow the student to complete the graduation requirements within an additional period of a maximum duration equal to that of the original program.
5. The Deanship of Admissions & Registration informs the student of his dismissal and cancels his enrollment.

6. A dismissed student is obliged to obtain a clearance form from the Deanship of Student Affairs and have it signed by all the relevant departments as mentioned in Article Nineteen previously.

STUDY BY AFFILIATION

Article Twenty One

Based upon the recommendation of the colleges, the University Council may adopt the principle of admission by affiliation in some colleges and specializations which allow this option. The University Council sets the rules and regulations for affiliation according to the following parameters.

- (a) The credit-hours required for the graduation of an associate student should not be less than the credit-hours required of a regular student.
- (b) The associate student will be treated, with regard to admission, grading, transfer, dismissal and re-enrollment, in exactly the same manner as a regular student except the requirement regarding class attendance.
- (c) On the basis of the college council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
- (d) The student transcript, graduation certificate, and degree, must indicate that the student has studied "by affiliation".

EXAMINATIONS AND GRADES

Article Twenty Two

On the basis of the recommendation of the department council offering the course, the college council determines the class work score as being not less than 30% of the course final grade.

Article Twenty Three

On the basis of the recommendation of the department council concerned, the college council may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores.

Article Twenty Four

Upon the instructor's recommendation, the council of the department which teaches the course may allow the student to complete the requirements of any course during the next term. In such an event the grade IC will be recorded for the student in his academic record. IC grades are not included in the calculation of the semester and cumulative GPA until the student obtains his final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPA.

Implementation Rules of Article Twenty Four

1. The course instructor may allow the student to complete the course requirements during the following term if there are exceptional circumstances which are beyond the student's control.
2. The course instructor recommends assigning an IC grade after identifying the work and the time required to complete the course requirements.
3. The course instructor should submit a report to the department chairman indicating the reasons and justifications for assigning the IC grade and the work and time required to complete the course.
4. Based upon the instructor's recommendation, the department chairman may allow the student to complete the course requirements during the following semester.
5. The student must complete the course requirements by the end of the next regular semester. However, exceptions may be made in the following cases.
 - (a) Students registered in the co-op program may, with the approval of the department chairman, delay completion of the course for an additional regular semester.
 - (b) Students with an IC grade before registering for the co-op program may be allowed to complete incomplete courses within a

maximum period of one regular semester after completion of the co-op program.

6. When the student completes the course requirements within the specified period, the course instructor changes the student grade from IC to the new earned grade. This takes place within a maximum period of one semester after the end of the term during which the student earned the IC grade. The instructor also informs the Deanship of Admissions & Registration of the grade change.
7. The Deanship of Admissions & Registration changes the grade to F and informs the student and department chairman accordingly if the grade has not been changed by the instructor within the specified period.
8. If the student has registered for a course in the term following the semester in which he previously earned an IC grade and the said grade has not been changed, then the previous grade will be changed to F by the Deanship of Admissions & Registration.
9. If a student has an IC grade, this results in the suspension of the student's academic standing during that semester. This also includes the suspension of distinction status.
10. No student is allowed to register for a course in which he earned a grade of IC in the course pre-requisite.

Article Twenty Five

The class work score is evaluated either by:

- (a) oral and practical examinations, research, other class activities or some or part of all the above and at least one written examination; or,
- (b) at least two written examinations.

Article Twenty Six

Courses involving symposia, research, field work, or of a practical nature, may be excluded from some or all the rules of Articles 22, 23 & 25 following a decision by the college council and the recommendation of the department council teaching the course. The college council identifies alternate ways to evaluate the student's achievement in such courses.

Article Twenty Seven

If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade, and after the completion of the course, the student will be given the grade he has earned. However, if he fails to complete the course on time, the department council teaching the course may approve the assignation of an IC grade for this course in his record.

Article Twenty Eight:

The grades a student earns in each course are calculated as follows:

Percentage	Grade	Grade Code	GPA (out of 5.00)	GPA (Out of 4.00)
95 - 100	Exceptional	A ⁺	5.00	4.00
90 - less than 95	Excellent	A	4.75	3.75
85 - less than 90	Superior	B ⁺	4.50	3.50
80 - less than 85	Very Good	B	4.00	3.00
75 - less than 80	Above Average	C ⁺	3.50	2.50
70 - less than 75	Good	C	3.00	2.00
65 - less than 70	High Pass	D ⁺	2.50	1.50
60 - less than 65	Pass	D	2.00	1.00
Less than 60	Fail	F	1.00	0.00

Implementation Rules of Article Twenty Eight

1. The student's final course grade will be one of the above nine levels and his grades will be calculated in accordance with this table. The course instructor may consider both the grade average and the standard deviation in determining the student's end-of-course grade which reflects his achievement in the course. The Deanship of Admissions & Registration will be informed of the student's final grades in accordance with the forms prepared for this purpose.
2. The grade AU will be assigned to students who attend a course as auditors without being given any grades, regardless of their performance in the course. The effect of this assignment on the student's cumulative or semester grade is the same as the grade "no grade pass" or NP. The instructor informs the Deanship of Admissions & Registration in the event of such a student being absent for more than one third of the classes, in which case the course will be eliminated from his record.

3. The grades NP or F are assigned for courses offered on the basis of pass or fail, such as thesis and summer training.
4. The grade WP is given to a student who officially withdraws from all courses after the permitted withdrawal deadline. Such a grade will be given upon the instructor's confirmation that the student's performance was satisfactory and that his unexcused absences were less than 20% of the lecture and laboratory sessions scheduled for the course at the time of withdrawal. This grade does not affect the student's cumulative GPA.
5. The grade WF is assigned to a student who officially withdraws from all courses after the permitted withdrawal deadline, if his performance was unsatisfactory. A student who obtains such a grade is considered as having failed this course.

Article Twenty Nine

Based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following levels.

		Range of Cumulative GPA	
Level		Out of 5.00	Out of 4.00
1.	Excellent	4.50 - 5.00	3.50 - 4.00
2.	Very Good	3.75 - less than 4.50	2.75 - less than 3.50
3.	Good	2.75 - less than 3.75	1.75 - less than 2.75
4.	Pass	2.00 - less than 2.75	1.00 - less than 1.75

Article Thirty:

First honors will be granted to graduating students who achieve a cumulative GPA of 4.75 - 5.00 (out of 5.00) or 3.75 - 4.00 (out of 4.00).

Second honors will be granted to graduating students who achieve a cumulative GPA of 4.25 - less than 4.75 (out of 5.00) or 3.25 - less than 3.75 (out of 4.00).

In order to be eligible for the first or the second honors the student:

- (a) must not have failed in any course at the university he is currently attending or any other university;
- (b) must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college;
- (c) must have completed 60% or more of the graduation requirements at the university from which he graduates.

Implementation Rules of Article Thirty

1. Third honors will be granted, at the time of graduation, to students who achieve a cumulative GPA of more than 3.00 (out of 4.00), and the conditions for offering first and second honors do not apply. However, they must fulfill the terms of paragraph (b) and (c) of Article 30.
2. At the end of each semester, the Deanship of Admissions & Registration records the names of distinguished students on the

University distinction list, on the basis of their semester GPA and the quality points earned in this semester, as follows.

Distinction	Requirements		
	Semester GPA	&	Quality Points
First Distinction	3.75 - 4.00	&	60 or above
Second Distinction	3.50 - 3.74	&	56 or above
Third Distinction	3.00 - 3.49	&	48 or above

3. A student earns the rank of 'Excellent' for an academic year if he achieves one of the distinction ranks of paragraphs 2, in both the first and second semesters of that year.
4. A student receives one half of his distinction reward remuneration in the semester in which he achieves any of the distinction ranks of paragraph 2. (Please refer to Section Seven of Student Remuneration and Awards, Article 41 of KFUPM Financial Affairs Regulations).

FINAL EXAMINATION PROCEDURES

Article Thirty One

The college council may set up a committee to coordinate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of mark sheets and submitting them to the relevant committee within three days from the examination date of the course.

Implementation Rules of Article Thirty One

All final grades must be submitted to the Deanship of Admissions & Registration by the deadline specified in the academic calendar.

Article Thirty Two

The college council may apply the principle of strict confidentiality in the final examinations procedures.

Implementation Rules of Article Thirty Two

Course instructors should prepare examinations in strict secrecy and confidentiality. The instructor alone is responsible for having the exams printed at the Examination Center and for collecting them himself from there after they have been printed.

Article Thirty Three

A course instructor prepares the examination questions. However, if the need arises, the college council may assign another teacher to do the same, based on the recommendation of the department chairman.

Article Thirty Four

A course instructor grades the final examination papers and if necessary the department chairman may assign one or more additional instructors to participate in the grading process. The college council may also assign the grading process to another instructor, when the need arises.

Implementation Rules of Article Thirty Four

In the case of common examinations for a multi-section course, the grading of the examination may be assigned to course instructors regardless of which sections they teach.

Article Thirty Five

The instructor who corrects the final exam, and records the marks obtained by students on the designated grade list, signs his name on the grade sheet and has it countersigned by the department chairman.

Implementation Rules of Article Thirty Five

1. A course instructor enters the students' grades on the forms prepared by the Deanship of Admissions & Registration for this purpose and signs them.
2. The course instructor submits the student grade forms to the department chairman for his approval.
3. The course instructor must himself submit these forms to the Deanship of Admissions & Registration by the deadline fixed by the Deanship.
4. No grade shall be reviewed or changed after the submission of the grade sheets to the Deanship of Admissions & Registration without a written request from the course instructor elaborating and explaining the occurrence of mistake(s). Such requests must be endorsed by the department chairman and the dean of the college. The Dean of Admissions & Registration should be informed of these changes no

later than the beginning of the final examination period of the next term. The corrected grade will appear in the student's record.

Article Thirty Six

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

Implementation Rules of Article Thirty Six

1. The Deanship of Admissions & Registration schedules the final examinations in such a way that no student is given more than two exams on the same day.
2. Every semester the Deanship of Admissions & Registration prepares the schedule of the final examinations listing the date, time and location of examinations. The following considerations are involved.
 - a. The final examinations schedule must be maintained free from conflicts to the maximum extent possible.
 - b. The classrooms and auditoria in which the examinations shall be held are reserved.
 - c. The departments and students are informed by an announcement of the schedule of final examinations at least one week before the commencement of the final examinations period as specified in the University's academic calendar.
3. All course instructors and students should abide by the examination schedule prepared by the Deanship of Admissions & Registration.

4. In the event of a conflict in a student's final exams, the course instructors should provide make-up examinations for such courses with the approval of the Dean of Admissions & Registration and the chairmen of the departments concerned. The make-up exam is to be given during the final examination period.
5. The schedule of a final examination of a certain course may be changed for justifiable reasons upon the recommendation of the course instructor and the department chairman. The college council, in coordination with the Deanship of Admissions & Registration, decides on such cases. The recommended new date and time of the final exam of this course must fall within the final examination period.
6. An instructor of a course which does not require final examinations, as per its approved description, may give alternative examinations or homework assignments for the students instead of the final examination.

Article Thirty Seven

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

Article Thirty Eight

Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council.

Implementation Rules of Article Thirty Eight

1. Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
2. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
3. Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.
4. If any instance of dishonesty by a student in homework assignments or any other requirements of the course is discovered by an instructor, it is his responsibility to take appropriate action. Based on his judgment of each particular case, he should, for instance, give a zero grade for that particular assignment or homework. The instructor will notify the department chairman about the incident in writing who, in turn, will submit the case to the attention of the dean of the college. After deliberating the case, the college council, may approve the instructor's decision(s), or else if further action is required refer it to the Academic Disciplinary Committee for review, and submit its recommendation to the Rector of the University based on the Student Disciplinary Rules. A student has the right to appeal to the Dean of Student Affairs within one week of notification of a disciplinary decision.

5. A course instructor or a supervisor of a course examination who discovers that a student is cheating or attempting to cheat in any of the written examinations must give the student a zero grade in that examination. He should also submit a report containing his recommendation to the chairman of the department offering the course. Based on his judgment of each particular case, the course instructor may additionally choose to take further action such as to give the student an F grade in that course. The department chairman should submit his report on the case to the dean of the college. After deliberating the case, the college council may approve the instructor's decision(s), or else if further action is required refer the case to the Academic Disciplinary Committee for review, and submit its recommendation to the Rector for appropriate action based on the Student Disciplinary Rules.

Article Thirty Nine

If the need arises, the council of the college which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next term's examinations.

Implementation Rules of Article Thirty Nine

A student who feels strongly that he has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and his instructor are unable to arrive at a mutually agreeable solution, the student may forward an official appeal to the chairman of the department offering the course, no later than the end of the fourth week of the next semester.

The department chairman will investigate whether the appeal is justified by reviewing the instructor's evaluation of the student based on the student's class work and final examination scores. The department chairman will then take appropriate action, if he deems it necessary, by submitting the student's appeal to the college council.

Article Forty

Following the recommendation of the relevant department council, the college council determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration.

Article Forty One

Consistent with the provisions of Articles 31-40 of this document, the University Council establishes the regulations that govern the final examination procedures.

TRANSFER

Transfer from One University to Another

Article Forty Two

The transfer of a student from outside the University may be accepted under the following conditions.

- a. The student should be enrolled at a recognized college or university.

- b. The student must not have been be dismissed from that university for disciplinary reasons.
- c. The student must satisfy the transfer provisions as determined by the University Council.

Implementation Rules of Article Forty Two

All transfer applications are submitted to the Admission & Academic Standing Committee which studies the application and ensures that the applicant fulfills the requirements of this article, in addition to any other provisions the Committee deems necessary, in coordination with the colleges concerned.

Article Forty Three

The college council shall review the courses taken by the student outside the University based on the recommendations of the departments which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of his cumulative GPA.

Implementation Rules of Article Forty Three

In order to get transfer of credit for any course taken outside the University, the student should:

1. have obtained grade of C or higher in that course;
2. have taken the course at a recognized college or university;

3. have taken a course equivalent in all respects to one of the courses which are included in the KFUPM degree requirements.
4. The grade earned by the student in the course is not included in the student's cumulative GPA.

Article Forty Four

If, after his transfer, it is discovered that a student had been dismissed from his previous university for disciplinary reasons, his enrollment will be considered canceled as from the date of acceptance of his transfer to the University.

Article Forty Five

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, under the general transfer rules.

Article Forty Six

A student may be transferred from one college to another inside the university in accordance with University Council rules.

Implementation Rules of Article Forty Six:

1. A student may transfer from one college to another within the University before he completes the sixth academic level.

2. The student should continue to study all the courses registered for at the level preceding the transfer, in compliance with the adding and dropping rules.
3. The transfer from one college to another will be recorded in the academic record of the student the term following his transfer.
4. A student is allowed a maximum of two transfers from one college to another.

Article Forty Seven

The academic record of a student transferred from one college to another includes all the courses he has studied together with the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE SAME COLLEGE

Article Forty Eight

With the approval of the dean of the relevant college, a student may transfer from one major to another within the same college according to the rules established by the University Council.

Implementation Rules of Article Forty Eight

1. A student may transfer from one major to another within his college at any time before he completes the sixth academic level. The college

council may consider exceptional cases where students have already completed the sixth level.

2. The transfer will be recorded in the academic record of the student at the beginning of the term following the transfer.
3. A student is allowed a maximum of two transfers from one major to another within the same college. The college council may consider exceptional cases.

Article Forty Nine

The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and the semester and cumulative GPA's obtained throughout his period of study at the University.

VISITING STUDENTS

Article Fifty

A "visiting student" is a student who studies some courses at another university or in one branch of the university to which he belongs without transferring. Equivalency for such courses shall be granted according to the following rules.

- a. The student must obtain prior approval from the college at which he is studying.
- b. The student should be enrolled at a recognized college or university.

- c. The course the student is taking outside his university should be equivalent to one of the courses included in his degree requirements.
- d. If the visiting student is studying in one of the branches of the university to which he belongs, the case should be dealt with in accordance with Article 47.
- e. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.
- f. The course grades credited to the visiting student will not be considered in his cumulative GPA.
- g. The University Council may establish other conditions regarding visiting students.

Implementation Rules of Article Fifty

Case One: A student from KFUPM visiting another university

1. Study During a Regular Semester

- (a) The department council sets up a committee to study the outside courses which the student plans to take and determines the equivalent University (KFUPM) courses.
- (b) The student should submit to the chairman of the academic department a written application indicating the course(s) he intends to study at the other university. The student may also submit this application after completing the course(s) if he has been unable to get prior approval. The final decision whether or not to accept a course for transfer is made by the committee formed in (a).

- (c) The student will continue receiving KFUPM remuneration if he is studying at a university inside the Kingdom, provided that the credit-hours studied at that university are not less than 12 each semester. The student must present the necessary documents to substantiate his claim.
- (d) The remuneration will stop if the student is studying outside the Kingdom.
- (e) Notwithstanding the degree requirements, the maximum total credit hours that can be transferred from outside the University is 48 and the student's grade in each transferred course must not be lower than C. These grades are not included in the cumulative or major GPA.
- (f) The maximum number of semesters that can be taken outside the University is three consecutive or non-sequential semesters.

2. Study in Summer Sessions

Paragraphs (a), (b) and (e) above shall be applicable in this case. However, the student will continue receiving KFUPM remuneration.

Case Two: A student from another university visiting KFUPM

1. Study During a Regular Semester or Summer Session

- a. The visiting student must satisfy all the requirements of the courses for which he is intending to register (whether co-requisite or pre-requisite requirements).
- b. The courses for which the student wishes to register must be available and not fully enrolled.
- c. All courses should be recorded in a unified academic record, including all courses studied at this University while a regular or visiting student.
- d. The student will not receive any remuneration from KFUPM.
- e. Textbooks may be provided to the visiting student in accordance with the applicable rules.
- f. In the event of the student wishing to transfer to KFUPM, Article 42 of this document is applicable for the acceptance or rejection of his application.

GENERAL RULES

Article Fifty One

These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

Article Fifty Two

The University Council may set up implementation rules which will not contradict these regulations.

Implementation Rules of Article Fifty Two

The University Council reserves the right to interpret and amend the implementation rules accompanying these regulations.

Article Fifty Three

The Higher Education Council reserves the right to interpret these regulations.

APPENDICES

APPENDIX (A)

Academic Records and Grade Codes

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit-hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Grade Codes

Letter Grades	Marks	Points		Grades in English
A ⁺	95 - 100	4.00	5.00	Exceptional
A	90 - Less than 95	3.75	4.75	Excellent
B ⁺	85 - Less than 90	3.50	4.50	Superior
B	80 - Less than 85	3.00	4.00	Very Good
C ⁺	75 - Less than 80	2.50	3.50	Above Average
C	70 - Less than 75	2.00	3.00	Good
D ⁺	65 - Less than 70	1.50	2.50	High-Pass
D	60 - Less than 65	1.00	2.00	Pass
F	Less than 60	0.00	1.00	Fail
IP	-	-	-	In-Progress
IC	-	-	-	Incomplete
DN	-	0.00	1.00	Denial
NP	60 or above	-	-	No grade-Pass
NF	Less than 60	-	-	No grade-Fail
W	-	-	-	Withdrawn

APPENDIX (B)

Example of the Calculation of Semester and Cumulative GPA

First Semester

Course	Cr Hrs	%	Code	GPA		Quality Points	
IAS 301	2	85	B ⁺	4.50	3.50	9	7
CHEM 324	3	70	C	3.00	2.00	9	6
MATH 235	3	92	A	4.75	3.75	14.25	11.25
PHYS 312	4	80	B	4.00	3.00	16	12
Total	12					48.25	36.25

$$\text{First Semester GPA} = \frac{\text{Total Quality Points (48.25)}}{\text{Total Credits (12)}} = 4.02$$

or

$$\text{First Semester GPA} = \frac{\text{Total Quality Points (36.25)}}{\text{Total Credits (12)}} = 3.02$$

Second Semester

Course	Cr Hrs	%	Code	GPA		Quality Points	
IAS 104	2	96	A ⁺	5.00	4.00	10	8
CHEM 327	3	83	B	4.00	3.00	12	9
MATH 314	4	71	C	3.00	2.00	12	8
PHYS 326	3	81	B	4.00	3.00	12	9
Total	12					46	34

$$\text{Second Semester GPA} = \frac{46}{12} = 3.83 \quad \text{or} \quad \frac{34}{12} = 2.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points (48.25 + 46)}}{\text{Total Credits (12 + 12)}} = 3.93 \quad \text{or} \quad \frac{36.25 + 34}{12 + 12} = 2.93$$

APPENDIX (C)

The Grading System Applicable at KFUPM

Grade Codes

Letter Grades	Marks	Points	Grades in English
A ⁺	95 - 100	4.00	Exceptional
A	90 - Less than 95	3.75	Excellent
B ⁺	85 - Less than 90	3.50	Superior
B	80 - Less than 85	3.00	Very Good
C ⁺	75 - Less than 80	2.50	Above Average
C	70 - Less than 75	2.00	Good
D ⁺	65 - Less than 70	1.50	High-Pass
D	60 - Less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In Progress
IC	-	-	Incomplete
DN	-	0.00	Denial
NP	60 or above	-	No grade-Pass
NF	Less than 60	-	No grade-Fail
W	-	-	Withdrawn
WP	-	-	Withdrawn with Pass
WF	-	0.00	Withdrawn with Fail
AU	-	-	Audit