

Orientation English Programme

ENGL 002

Course Description

Attendance Rules:

The attendance rules for Preparatory English II (ENGL002) are as follows:

1. A **DN** grade will be awarded for more than 30 unexcused absences (10% of all classes).
2. 15 unexcused absences (5% of all classes on the course) will be permitted without penalty.
3. For each additional unexcused absence, 0.5% will be deducted from the total marks for the course.
4. A **DN** grade will be awarded for more than 50 absences (1/6 of all classes) in total, whether excused or unexcused.

- N.B.**
- a. Attendance will be recorded for all classes (four per day).
 - b. Teachers must record students' absence from their classes. Teachers cannot excuse any absence.
 - c. Excuses must be presented to the Preparatory Year Reception in Room 2002 within one week of returning to class.
 - d. Medical excuses will be accepted only from the KFUPM clinic. Certificates from other clinics or hospitals will not be accepted except for periods spent in hospital of more than one day.
 - e. **Check your attendance record.** If you find an error, ask your teacher to correct it. If he agrees with you, he will change the record. Any changes must be processed within three working days of posting the up-dated record. After that, the record will be accepted as correct.

Grading System:

Mid-term Examination

Reading	Writing	Listening	Oral	Total
25%	25%	25%	25%	100%

Final Examination

Reading	Writing	Listening	Oral	Total
25%	25%	25%	25%	100%

Distribution of Course Marks

Mid-term Exam	Continuous Assessment	Final Exam	Total
35%	15%	50%	100%

Important:

- (a) Mobile phones must not be seen or heard during lessons.
- (b) Lessons are conducted entirely in English. Arabic should not be spoken in class.
- (c) Students should come to every class on time. They should come prepared to participate fully in the lesson.

