

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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

Second Edition  
2011/2012

**Important Note:** This document is a translation of the Arabic version of The Undergraduate Study and Examinations Regulations and the KFUPM Rules for Their Implementation. Efforts have been made to make sure that the translation is accurate and conveys the right meaning. However, it is important to note that the original Arabic version is the official document to be referred to in any situation.

## DEFINITIONS

### Article One

<b>The Academic Year is:</b>	two regular semesters and a summer semester, if any.
<b>The Academic Semester is:</b>	a term of no less than (15) weeks of instruction not including the registration and final examination periods.
<b>The Summer Semester is:</b>	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 semesters is twice its duration during a regular academic semester.
<b>The Academic Level:</b>	indicates the study level in accordance with the specifications of each approved degree plan.
<b>The Degree Plan is:</b>	a combination of required, technical elective and free-elective courses that constitute the total number of credit hours required for graduation in a major. The student has to successfully pass the specified courses in order to earn the degree in that major.
<b>A Course is:</b>	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).
<b>The Credit Hour is:</b>	each of the weekly lectures or clinical lessons with a duration not less than 50 minutes or a laboratory session or field study of not less than 100 minutes duration.
<b>Academic Probation is:</b>	a notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.
<b>The Class Work Score is:</b>	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.
<b>The Final Examination is:</b>	an examination in the course, given once at the end of every semester.
<b>The Final Examination Score is:</b>	the score attained by the student in each course in the final examination.
<b>The Final Score is:</b>	the total of the class work score plus the final examination score calculated for each course out of a total grade of 100.

## DEFINITIONS

<b>The Course Grade is:</b>	a percentage, or alphabetical letter, assigned to a student, indicating the final grade he received in a course.
<b>Incomplete Grade is:</b>	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".
<b>In Progress Grade is:</b>	a provisional grade assigned to each course which requires more than one semester to complete. The letter grade "IP" is assigned in this case.
<b>Semester GPA is:</b>	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).
<b>Cumulative GPA is:</b>	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).
<b>Graduation Ranking is:</b>	the assessment of the student's scholastic achievement during his study at the University.
<b>Course Load is</b>	the total number of credit hours a student is allowed to register in a semester. The upper and lower limits of course load are fixed as per implementation rules of the university.

## **DEFINITIONS OF TERMS USED IN THE IMPLEMENTATION RULES**

<b>The Grading System applicable at KFUPM</b>	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.
<b>Transcript</b>	An official document that includes all the courses a student has taken at the University as of the date of its printing. It indicates course codes, numbers and credit hours, the grades earned by the student, semester GPA, and cumulative GPA. In addition, it includes the list of courses and credits transferred, if any.
<b>Major GPA</b>	The major GPA is calculated on the basis of all the letter grades assigned in the courses taken in the student's major, as specified in the degree plan. The major GPA is determined by the last grade assigned in each course.
<b>The Credit-Hour for the Laboratory or Field Sessions</b>	The duration of laboratory sessions or field study usually ranges between 150 to 200 minutes; a minimum of 100 minutes is assigned in some programs.
<b>The Admission &amp; Academic Standing Committee</b>	This is a consultative committee set up by the Rector of the University to study applications for transfer, readmission petitions, suspensions, and dismissals, and to reach the appropriate recommendations, in accordance with the regulations.
<b>Promotion from Prep-Year Courses</b>	This is based upon successfully passing all or some of the Prep-Year courses in accordance with the rules set by the university.
<b>The Cooperative Program</b>	A period not exceeding (28) weeks of on-the-job training spent by the student, as per the requirement of his major.
<b>Summer Training</b>	A period not exceeding (8) weeks of on-the-job training spent by the student, as per the requirement of his major.

# 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 concerned bodies of the University 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, based upon the conditions set by the University.

## Article Three

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

- a. He should have a secondary school certificate, or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- b. He should have obtained his 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 sciences. If the applicant earned his secondary school certificate from outside the Kingdom, equivalent requirements apply.

# ADMISSION OF NEW STUDENTS

## 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. After the completion of the admission examinations, the Deanship of Admissions & Registration makes a recommendation to admit the candidates who fulfilled the criteria based on the highest compound evaluation and the capacity designated by the University. After the Rector of the University approves the recommendation, candidates are informed accordingly.
2. Admission will be canceled for candidates who have been informed of their admission but fail to report on the designated time.
3. All newly admitted students are required to complete the preparatory year program before starting their undergraduate study. Students may be exempted from part or the whole program according to the implementation rules of the promotion exams.
4. The Preparatory Year Program
  - 4.1 The preparatory year program aims at preparing the newly admitted students for undergraduate study and university life, and enhancing their opportunity for success and excellence through the following:
    - a. Developing students' skills in English to enable them to study and communicate in English during their undergraduate study.
    - b. Strengthening students' understanding and comprehension of basic mathematical concepts, and developing their analytical and critical thinking abilities through solution approaches to mathematical problems.
    - c. Providing the students with the basic knowledge and skills to prepare them for academic endeavor, develop effective learning styles, adapt to University life, choose their field of study, and practice a healthy lifestyle.
  - 4.2 The duration of the Preparatory Year Program is one academic year, (the summer semester, if necessary), during which English, Mathematics, or any other courses that the University deems necessary, are offered.
  - 4.3 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 counted in calculation of cumulative GPA for the undergraduate program. The effect of the academic status assigned to the student at the end of his last semester in the preparatory year continues through his subsequent University academic level (i.e., first semester of the freshman year).
  - 4.4 If a student earns a grade of C or above in all the English and Mathematics courses, and a grade of D or above in the remaining preparatory year courses in the allowed period, then he will be promoted to the first academic level in the University, and has the right to select a major of his choice in accordance with the rules set by the University.
  - 4.5 A student may be exempted from studying Preparatory Year English course(s), if he proves his proficiency in English before starting study in the Preparatory Year Program as per rules set by the University
  - 4.6 If a student successfully passes all the preparatory year English courses, and is left with the remaining preparatory year courses, he may be allowed to register for some University courses in accordance with the rules set by the University.

4.7 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 course; or,
2. he fails to complete all the preparatory year courses within the duration of the program in addition to a maximum of one half of that duration.

# ACADEMIC REGULATIONS

## Article Five

- a. The student gradually progresses in his study in accordance with the implementation rules approved by the University Council.
- b. Degree plans of undergraduate study are designed to comprise a minimum of eight (8) semesters.

### Implementation Rules of Article Five

1. The University publishes for the students through available means all rules, regulations, and requirements related to study and graduation at the University, which students are responsible to know and follow. 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 consult with his academic advisor or the department's 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 early registration and other registration activities; and
  - 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 Assistant Dean for Preparatory Year Affairs in the College of Applied & Supporting Studies or anyone else assigned to act as an advisor amongst the faculty members.

### 3. Degree Plan

The courses of each degree are spread over 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. The academic departments select the acceptable elective courses and present them to the relevant College Council. The approved list is forwarded to the Deanship of Admissions & Registration for implementation.
- b. In special circumstances, some students may change from one degree plan to another, provided this does not affect their graduation requirements.
- c. In introducing any changes to a degree plan, it is anticipated that some courses may not be offered, or may be discontinued, or new courses may be included in the degree plan. Therefore, the concerned academic department should take into consideration the time needed for out-of-phase students by introducing an implementation plan that allows them to complete their graduation requirements in accordance with their original degree plan.
- d. 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 for implementation.
- 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 based on a recommendation from the academic department concerned.
  - 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.

#### 4. 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 semester does not change the academic status. A student's academic status may be one of the following:

##### Good Standing

Good Standing status is maintained when the student's cumulative GPA and semester GPA are at least 2.00. Students are expected to maintain this standing till their graduation.

##### Academic Warning

A student will be placed under Academic Warning status after the final grades have been processed at the end of each semester (except summer semester) if any of the following cases occurs:

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

##### Academic Probation

A student is placed under Academic Probation status after the final grades have been processed at the end of each semester (except summer semester), if his cumulative GPA is less than 1.00.

#### 5. Discontinuation from Study

Carrying forward the academic status that was assigned to a student at the end of his last semester in the Preparatory Year program, he shall be discontinued for at least one semester if any of the following cases occurs:

- a. his semester GPA is less than 1.00;
- b. he was previously on academic warning or probation in a regular semester and in the next term achieved a semester GPA of less than 1.75;
- c. 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 Admission & Academic Standing Committee.

#### 6. Ending of Academic Warning or Discontinuation Status

- a. After the lapse of one regular semester from issuing the warning or probation, the academic status can be revoked if the student achieves a semester and cumulative GPA of 2.00 or above at the end of that semester.
- b. A student who has been discontinued may apply for readmission within the period specified by the Deanship of Admissions & Registration. The Admission and Academic Standing Committee, in

coordination with the concerned college, if needed, considers applications for readmission of the student. The discontinuation period is not counted in the period required to finish the degree.

7. Conferral of Two Undergraduate Degrees

After 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. The two degrees are granted when the following requirements are fulfilled:

- 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.
8. 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.

# THE ACADEMIC LEVELS SYSTEM

## 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.

## Article Seven

The academic levels system divides the academic year into two regular semesters. There may be a summer semester, 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.

### Implementation Rules of Article Seven

For some of the University programs, a semester may be divided into two parts. The governing regulations shall be approved by the University Council.

## Article Eight

The University Council sets up the detailed regulations which govern registration, dropping, and adding of courses within the levels of the approved degree plan while ensuring the specified minimum course load for the students.

### Implementation Rules of Article Eight

#### 1. Registration Procedures

1.1 The approval of the academic advisor is required for completing the registration process in accordance with the rules set by the University.

#### 1.2 Early Registration

At approximately the middle of the first (fall) semester, early registration is held for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester, early registration is held for both the coming summer semester and the first semester of the following academic year. Early registration is required of all enrolled students during the semester. Students who early registered for a particular semester are also required to register formally on the scheduled registration day for that semester.

#### 1.3 Formal Registration

Formal registration is held at the beginning of each semester or summer semester. Students are required to complete registration confirmation as specified in the academic calendar. Each student must personally register himself. Registration by proxy or any other way is not permitted at all.

#### 1.4 Late Registration:

If necessary, a student may be allowed to register late during the period specified in the academic calendar, in accordance with the rules set by the University. The student is responsible for all the consequences of his late registration.

#### 1.5 Adding and Dropping Courses

A student may change his registration by adding some courses during the period specified in the

academic calendar. Also, courses will not appear in the student's transcript if dropped during the first two weeks of classes in a regular semester (the first week in a summer semester). The following conditions apply:

First: Dropping Courses

- a. The course load must remain at or above the minimum allowable limit. See Implementation Rules of this Article.
- b. If the course being dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously, or continued to be studied together.  
(See Implementation Rules of Article 13.)

Second: Adding Courses

- a. The course load should not exceed the maximum allowable limit (See Implementation Rules of this Article).
- b. The courses added should not result in a conflict in the student's schedule or final examinations.
- c. If a student desires to add a course section that is closed, and taking into consideration the evenness of distribution of students among sections of that course, then he must get the approval of the Chairman of department offering the course, and submit it to the Deanship of Admissions & Registration within the specified time.

2. 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, 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 expected 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 after the "adding" period;
- d. once a course has been audited, it cannot be repeated for credit in subsequent semester(s) except if it is a required course in a new major. This exception will require approval of the advisor, the Chairman of the (major) department, the Dean of the college and the Vice Rector for Academic Affairs;
- 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.  
(See Implementation Rules for Article 28.)

3. Course Substitution in the Degree Plan

Some courses can be exchanged or substituted by other courses with the approval of the relevant Vice Rector of the University, then informing the Deanship of Admissions & Registration for implementation. This is only possible in cases such as: if certain courses in the student's degree plan are discontinued, or changes are made in the contents of a course, or a new curriculum is adopted that does not include certain courses required by the student.

4. Repeating a Course

A student who obtains a failing grade in a required course must repeat this course. Additionally, a student can repeat a course for which he previously obtained a D or 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 or D+ grade, and fail, he must repeat the course and get a passing grade. All the grades are included in the GPA calculation in the student's transcript.

5. Enrollment in the Cooperative Program

Some students, according to the requirements of their majors and degree plans, should spend a period (not exceeding 28 weeks) of practical training in their major field. The student must remain in continuous contact with his academic department during the training period. In order to qualify for enrollment in this program the student should:

- a. have completed more than 85 credit hours of his degree plan and should complete the cooperative assignment before his last semester at the University;
- b. have completed all the required courses as identified by his major department;
- c. have a cumulative GPA and major GPA of 2.00 or above;
- d. not be discontinued from study.
- e. not be allowed to take any other courses along with the Cooperative Program.

6. Enrollment in Summer Training

Some students, according to the requirements of their majors and degree plans, should spend a summer training period of eight (8) weeks in their major field. The student should complete the summer training period before the his last semester at the university. In order to qualify for enrollment in this program the student should:

- a. have completed more than 65 credit hours of his degree plan;
- b. have completed all the required courses as identified by his major department;
- c. have a cumulative GPA and major GPA of 2.00 or above;
- d. not be discontinued from study.
- e. not be allowed to take any other courses along with the Summer Training.

7. Course Load (Revised by the University Council on 24<sup>th</sup> May 2015)

A course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer semester. 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 for a Student with Good Standing
  - The minimum course load limit is 12 credit hours during a regular semester. However, this condition will be relaxed in the last semester before graduation.
  - The maximum course load is 19 credit hours.
  - 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 in the preceding semesters that include the last 28 credit hours taken by the student.
  - The maximum course load in a summer semester is 8 credit hours.
- (b) Minimum and Maximum Course Load for a Student on Academic Warning or Probation
  - The minimum course load is 12 credit hours in a regular semester. However, this condition will be relaxed in the last semester before graduation.
  - The maximum course load is 15 credit hours in a regular semester.
  - The maximum course load is 7 credit hours in a summer semester.
- (c) Maximum Course Load for a Student in his Last Term Before Graduation
  - The maximum course load is 20 credit hours in a regular semester.
  - The maximum course load is 9 credit hours in a summer semester.
  - The student should have maintained a minimum cumulative GPA of 2.00 in the preceding semesters that include the last 28 credit hours taken by the student.

8. Student Transcript of Academic Record

- 8.1. At the end of each academic term, a copy of the student's academic record (The Transcript) is made available for him. No copy of the transcript is issued, given or sent to any outside agency or any other person without a written authorization 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.
- 8.2 The accuracy of a student record is of the utmost importance and errors should be brought to the immediate attention of the Deanship of Admissions & Registration.

## **ATTENDANCE AND WITHDRAWAL**

### **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 with a DN grade.

#### **Implementation Rules of Article Nine**

If the number of unexcused absences for a student exceeds 20% of the lecture and laboratory sessions scheduled for a course, then he is not allowed to continue in the course or take the final examination and shall be given a DN grade by the course instructor with the department Chairman's approval.

### **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**

1. If the attendance of a student is less than two thirds (2/3) of the lecture and laboratory sessions scheduled for a course, then he is not allowed to continue in the course or take the final examination and shall be given a DN grade by the course instructor with the approval of the department's Chairman.
2. The college council - or whatever body it delegates its authority to - may revoke the DN grade assigned to the student in a course, and allow him to continue in that course and take 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 two thirds (2/3), and his unexcused absences do not exceed 20%, as the Implementation Rule for Article Nine applies for his case.

### **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 shall submit his report to the department Chairman for presentation to the departmental council and then the college council.

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 following semester. The final grade will be given to the student after that make-up examination.

## **Article Thirteen**

- (a) A student may be allowed to withdraw for a semester and not be considered as having failed the courses if he furnishes an acceptable excuse to the authorized body as determined by the University Council, during the time period specified in the implementation rules approved by the University Council. The student is given a "W" grade for the courses, and the semester is counted towards the period required to complete graduation requirements.
- (b) A student may withdraw from a course or a number of courses in accordance with the implementation rules approved by the University Council.

### **Implementation Rules of Article Thirteen**

1. The Deanship of Student Affairs shall study all applications for withdrawal for the semester. If the request is approved, withdrawal procedures are completed at the Deanship of Admissions & Registration, and the student's enrollment is suspended.
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.
3. A student is not allowed to withdraw for more than two consecutive and three non-consecutive semesters during his entire course of study at the university. The Rector of the University, or whomever he delegates his authority, may exempt a student from this provision. The period of interruption of study is counted towards the period required to complete graduation requirements.
4. A student may withdraw from a course or a number of courses during the periods specified in the academic calendar that is approved by the University Council as follows:
  - withdraw from a course or a number of courses without permanent record during the first two weeks of a regular semester.
  - withdraw from a course or a number of courses with "W" grade during the next four weeks.
  - withdraw from all courses with "W" grade during the four weeks that follow.
  - withdraw from all courses during the very next four weeks and his grade in each course is determined as "Withdrawn with Pass (WP)" or "Withdrawn with Fail (WF)". 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 withdraw.
5. If a student withdraws during the 15th week, Article Eleven applies.
6. A Preparatory Year student is not allowed to withdraw from any course or a number of courses included in the Preparatory Year Program. However, if he wants to withdraw from all courses, the withdrawal system/schedule indicated in the Preparatory Year academic calendar approved by the University Council shall apply.



## **INTERRUPTION AND SUSPENSION OF ENROLLMENT**

### **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, and the suspension period will not be counted towards the period required to complete graduation requirements.

#### **Implementation Rules of Article Thirteen**

1. The Deanship of Admissions & Registration studies and makes a decision on all applications for suspension of enrollment for the semester. Then the student's enrollment is suspended.

### **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. As for student studying by association, his enrollment is canceled if he becomes absent from all final examinations for the semester without presenting an acceptable excuse.

### **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:

- a. that he applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status;
- b. the relevant college council and concerned departments agree on his re-enrollment;
- c. that four 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. The University Council may exempt a student from this provision in accordance with the regulations issued by the Council;
- d. that he has not been re-enrolled previously. Under exceptionally pressing circumstances, the University Council may exempt a student from this condition; and
- e. that he was not dismissed for academic reasons.

#### Implementation Rules of Article Seventeen

- I. A suspended student should submit his re-enrollment application to the Deanship of Admissions & Registration, during the period specified by the Deanship, 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 four semesters may apply for admission as a new student if he fulfills all admission requirements for new students. 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 students who are dismissed.

### 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

1. A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than what is specified by the University Council for each major, and in any case is not less than "pass".
2. 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 his graduation GPA is not satisfied.

### **Implementation Rules of Article Nineteen**

1. A student should successfully complete all graduation requirements according to the degree plan of his major.
2. A student must attain a cumulative GPA and major GPA of 2.00 or above to graduate.
3. To obtain any degree from KFUPM, the student must have studied at KFUPM a minimum of 65 credit-hours, including at least 25 credit hours in his major field.
4. The Deanship of Admissions & Registration will prepare a list of students expected to graduate at the end of each semester, and present it to the University Council.
5. The Deanship of Admissions & Registration notifies the relevant departments to review the academic records and degree plans of all candidates for graduation to ensure that they have satisfied all graduation requirements. Then, the departments provide the Deanship of Admissions & Registration with a list of the students who qualify for graduation.
6. The Deanship of Admissions & Registration minutely reviews and checks all student records to ensure that all the graduation requirements have been completed.
7. The Deanship of Admissions & Registration shall prepare a list of students who have actually graduated at the end of each semester, and present it to the University Council.
8. 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.
9. The Deanship of Admissions & Registration prepares and issues the official graduation certificates and degrees and maintains copies of these documents.
10. No change is to be introduced to the academic record in any case after the graduation document is issued.

# 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 the GPA needed for graduation as per Article 19 of these regulations. 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.
- c. The University Council, in exceptional cases, may address status of the students on whom the provisions of (a) and (b) above apply, and give them an additional opportunity not exceeding two semesters to complete the graduation requirements.

### **Implementation Rules of Article Twenty**

1. A student is dismissed if he receives three consecutive academic probations.
2. Following the recommendation of the Deanship of Admissions & Registration in coordination with 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. The University Council, based upon the recommendation of the Deanship of Admissions & Registration in coordination with the college council, 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.
4. A student is dismissed if he fails to complete the graduation requirements within an additional period equal to that of the original program's duration. Following the recommendation of the Deanship of Admissions & Registration in coordination with the college council, the University Council may grant the student an additional opportunity not exceeding two regular semesters to complete the graduation requirements.
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.

## 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 majors 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

The class work score shall comprise not less than 30% of the course total score, as found by the college council on the basis of the recommendation of the department council offering the course.

### Article Twenty Three

The class work score is evaluated either by:

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

### Article Twenty Four

Based upon the recommendation of the department council offering the course, the college council may include practical or oral tests in the final examination of any course, and allocate a percentage to these tests as part of the final examination score.

### Article Twenty Five

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 Five

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 assigns an IC grade for the student and submits a report to the department Chairman indicating the reasons and justifications for assigning the IC grade, and identifies the work and the time required to complete the course requirements.
3. 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) A student who attained an IC grade in the co-op program may, with the approval of the department Chairman, extend completion of the course requirements for one additional regular semester.
  - (b) A student who attained an IC grade in a course in the semester preceding his co-op program may, with the approval of the department Chairman, extend completion of that course's requirements within a maximum period of one regular semester after returning from the co-op program.
4. 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. The instructor also informs the Deanship of Admissions & Registration of the grade change within this period through the department Chairman concerned.
5. The Deanship of Admissions & Registration changes the grade to F and informs the student, course instructor and department Chairman accordingly if the grade has not been changed by the instructor within the specified period.

6. A student cannot repeat a course in which he previously earned an IC grade and the said grade has not been changed.
7. 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.
8. A student is not allowed to register for a course wherein he earned an IC grade in the pre-requisite(s) of that course.

## 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 assignment 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 nine levels mentioned in the Article and his grades will be calculated in accordance with this distribution. The course instructor may consider other known assessment methods such as the grade average and the standard deviation in determining the student's end-of-course grade which reflects his achievement in the course.
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. However, if the instructor informs the

Deanship of Admissions & Registration that the student was absent for more than one third of the classes, the course will be eliminated from his record. See Implementation Rules for Article 8.

3. The grades "No grade-Pass (NP)" or "No grade-Fail (NF)" are assigned for courses offered on the basis of pass or fail.
4. If a student is registered in the Cooperative Program in summer semester and is assigned an IP grade in it, the IP grade will be changed to:
  - a. NP grade, if the student passes the Cooperative Program.
  - b. F grade, if the student fails the Cooperative Program.
5. The grade "Withdrawn with Pass (WP)" or "Withdrawn with Fail (WF)" is given in accordance with Implementation Rules for Article 13.

## Article Twenty Nine

In accordance with the requirements of Article 19, and based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following :

	Rank	Range of Cumulative GPA	
		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. The provisions of (a) of Article 30 do not apply to a student who has failed in any Preparatory-Year course.
3. 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

4. A student earns the rank of 'Excellent' for an academic year if he achieves one of the distinction ranks of paragraphs 3, in both the first and second semesters of that year.
5. A student receives his distinction reward remuneration in the semester in accordance with the Regulations for Financial Affairs in the Saudi Universities.

# FINAL EXAMINATION PROCEDURES

## Article Thirty One

The college council may set up a committee to cooperate 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.

## Article Thirty Two

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

### Implementation Rules of Article Thirty Two

A course instructor or coordinator should apply caution and confidentiality in examinations procedures.

## 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 instructors(s), 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. The Deanship of Admissions & Registration determines the procedures for submitting final grades in accordance with the dates specified in the academic calendar. Course instructors submit the students' grades accordingly.
2. No grade shall be corrected or changed after the submission of the grade records to the Deanship of Admissions & Registration without a written request from the course instructor that includes proper justifications. Such request must be endorsed by the department Chairman. The Dean of Admissions & Registration should be informed of the change no later than the beginning of the final examination period of the next term. Only the new 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 in one 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 observed:
  - (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 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 to 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. A course instructor who discovers that a student is cheating or helps in cheating in homework assignments, quizzes or any other requirements of the course shall assign for the student a zero grade in that work. The instructor shall report in writing the case and his recommendations to the department Chairman who, in turn, shall submit the case to the Dean of the college. After deliberating the case, the college council, may review the penalty or approve the instructor's decision(s) or give an F grade to the student in the course, or else if further action is required refer it to the Student Affairs Committee for review and submitting 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 the disciplinary decision.

5. A course instructor or a supervisor of a course examination who discovers that a student is cheating, attempting to cheat or helps in cheating in any of the written examinations must not allow the student to continue in the examination, and the student deserves an F grade in that course. The instructor shall report in writing the case to the department Chairman who, in turn, shall submit the case to the Dean of the college. After deliberating the case, the college council may decide:
  - (a) that the student does not deserve the F grade. In this case, the instructor gives the student a make-up exam;
  - (b) that the student deserves the F grade. In this case, the college council refers the case to the Student Affairs Committee for review and submitting 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.

## **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 semester'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 necessary, by submitting the student's appeal to the college council to decide on the case.

## **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 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 following provisions shall be observed:

1. the student should have completed the Preparatory-Year program, or have been admitted to the university as freshman student;
2. the student should have obtained grade of C or higher in that course;
3. the course was taken at a recognized college or university;
4. the course is equivalent in its contents to one of the courses which are included in the KFUPM degree requirements. Otherwise, it may be counted as an elective with the approval of the council of the department offering the degree program and the college council concerned.
5. The grade earned by the student in the course is not included in the student's cumulative GPA.
6. Courses taken at two different institutions at the same time are not considered for transfer of credit.
7. Courses taken at another institution simultaneously while studying at KFUPM (in the same semester) are not considered for transfer of credit.

### **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.

## **TRANSFER FROM ONE COLLEGE TO ANOTHER WITHIN THE SAME UNIVERSITY**

### **Article Forty Six**

A student may be transferred from one college to another within the University in accordance with rules established by the University Council.

#### **Implementation Rules of Article Forty Six:**

1. A student may transfer from one college to another within the University before he completes the fourth academic level in his undergraduate studies.
2. The student should continue to study all the courses he 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 appear in the academic record of the student starting the term following the 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 fourth academic level in his undergraduate studies. The college council may consider exceptional cases after that level.
2. The transfer to the new major will appear in the academic record of the student starting 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 (Revised by the University Council on 24<sup>th</sup> May 2015)

#### Case One: A student from KFUPM visiting another university

- (a) 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 department council sets up a committee to evaluate these courses and suggest, if applicable, the equivalent courses at KFUPM.
- (b) After completing the course(s) the student submits a formal request to the Deanship of Admissions & Registration for transfer of credit. The final decision whether or not to accept a course for transfer is made in compliance with the Implementation Rules of Article 43.
- (c) 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.
- (d) The maximum number of semesters a student can study outside the University is three consecutive or non-consecutive semesters (except summer semesters).
- (e) The student will receive KFUPM stipend as per the governing rules and regulations for stipends.
- (f) The student can apply to get approval to study a summer term in other university only if:
  - (i) The summer term is part of the Study Abroad Program or;  
The student is a candidate to graduate in that summer or the following term and the registered course is not offered at KFUPM in the summer term.
  - (ii) The course(s) is/are equivalent to KFUPM course(s) in terms of credit hours, contents, and mode of delivery.
  - (iii) The delay in taking the course on time is for reasons beyond the control of the student.

#### Case Two: A student from another university visiting KFUPM

- (a) The student should submit approval from the institution at which he is currently studying, indicating justifications for taking the courses outside his institution. The student must satisfy all the requirements of the courses for which he is intending to register.
- (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 KFUPM stipend and will not be provided with Textbooks.



## **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 waived.

#### Grade Codes

Letter Grades	Marks	Points		Meaning
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

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

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

## APPENDIX (C)

### The Grading System Applicable at KFUPM

#### Grade Codes

Letter Grades	Marks	Points		Grades in English
A+	95-100	4.00	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
WP	-	-	-	Withdrawn with Pass
WF	-	-	-	Withdrawn with Fail
AU	-	-	-	Audit