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Study and Examination Bylaws and DAU Implementation Rules

Dar Al-Uloom University
P. O. Box 3535, Riyadh 13314-7222
Saudi Arabia
Phone: + 966 1 494 9000
Fax: + 966 1 494 9490

info@dau.edu.sa
www.dau.edu.sa

DAU

Study and Examination Bylaws

DAU Implementation Rules

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Study and Examination Bylaws

Issued by Council of Higher Education, resolution No. (5 / 2), adopted at its second meeting in 11/6/1416 AH, Crowned with the consent of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council, Directive No. 7 / b / 9045 dated of 27/6/1417 AH. Amended by the Council for Higher Education resolution No. (13/27/1423), adopted at its forty-seventh meeting, in 2/11/1423 AH, Crowned with the consent of the Custodian of the Two Holy Mosques, Chairman of the Higher Education Council Directive No. 7 / b / 45888 and the date of 23/11/1423 AH.

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DAU Implementation Rules

Issued by the University Council, Meeting No. (29) in 11/11/1429 AH and Meeting No. (30) in 15/11/1429 AH.

DEFINITIONS OF TERMS

Article 1:

The Academic Year

The academic year is two Academic Semesters and a summer session, if any.

The Academic Semester

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

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

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

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

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

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

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

The final examination is an examination in the course, given once at the end of every semester.

The Final Examination Score

The final examination score is the score attained by the student in each course on the final examination.

The Final Score

The final score is the total of the class work score plus the final examination score calculated for each course out of a total of grade of 100.

The Course Grade

The course grade is a percentage, or alphabetical letter, assigned to a student, indicating the final grade he received in a course.

Incomplete Grade

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

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

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.

Cumulative GPA

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.

Graduation Ranking

Graduation ranking is the assessment of the student’s scholastic achievement during his study at the University.

Minimum load

The minimum number of credits a student can register based on his/her GPA and the degree plan.

ADMISSION OF NEW STUDENTS

Article 2:

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.

Article 3:

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

- a.* The applicant should have the secondary school certificate, or its equivalent from inside or outside the Kingdom of Saudi Arabia.
- b.* The applicant 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.* The applicant must have a record of good conduct.
- d.* The applicant must successfully pass any examination or personal interviews as determined by the University Council.
- e.* The applicant must be physically fit and healthy.
- f.* The applicant must obtain the approval of his employer, if he is an employee of any government or private agency.
- g.* The applicant must satisfy any other conditions the University Council may deem necessary at the time of application.

Article 4:

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 for Article 4:

- a.* The Admission Office designates date, time and venue for the admission tests
- b.* The Admission Office ranks applicants based on merit and capacity.
- c.* The Admission Office archives the admission test results.
- d.* Admitted students must complete their admission paper work before a specified deadline or otherwise their admission will be cancelled.

ACADEMIC REGULATIONS

Article 5:

Undergraduate study at DAU follows the academic levels system, which comprises a minimum of eight academic levels. The duration of each academic level equals one Academic Semester, where the student gradually progresses from one academic level to another in accordance with the approved promotion rules.

Implementation Rules for Article 5:

Academic Advising

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. The University assigns an academic advisor to each student to assist him in matters relating to his academic progress such as:

- selecting a degree program consistent with the student's objectives and ability;
- interpreting and understanding the academic regulations;
- informing the student of the sequence of required and elective courses in his/her degree program and suggesting electives;
- monitoring the student's progress and performance;

Registration

- Registration is held at the beginning of each semester or summer session as indicated in the academic calendar.
- Students must personally register by themselves.
- Courses are offered in consent with the academic departments as per the degree plans and the students' progress.

Prerequisite and Co-requisites

The student must be familiar with the prerequisite and co-requisites for each course, their degree plans, and all related bylaws. The students can seek the help of their academic advisors any time they want.

Enrollment in the Cooperative Program and the Summer Training

Students must register for the coop or summer training early enough to find a training opportunity for them. The students are required to be in continuous contact with their academic advisors regarding their cooperative assignment or summer training for the required steps.

Registration Activation

The students can register course by themselves. The finance department within 24 hours must activate the registration upon receiving the tuition fee; or otherwise the registration will be deleted.

Late Registration

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

Class Roster

The class rosters can be accessed through the student information system. Once the registration is activated, the students can use their accounts in the learning management system to access the course materials and learning activities.

Adding and Dropping Courses

A student may change his registration by adding or dropping some courses during the registration period. A student may drop courses during the first four weeks of classes in an Academic Semester (the first 2 weeks of classes in a summer session). Courses so dropped will not appear on the student's transcript. In addition, the following conditions apply for dropping/ adding courses.

- Dropping courses within the first 2 weeks of an academic semester (1st week in the summer) results in 25% deduction off the paid tuition fee.
- Dropping courses within the 3rd and 4th weeks of an academic semester (2nd week in the summer) results in 50% deduction off the paid tuition fee.
- If the course dropped is a co-requisite for another registered course, the two courses should be dropped simultaneously.
- The course load must remain at or above the minimum allowable limit and should not exceed the maximum allowable limit.
- The courses added should not result in a conflict in the student's schedule.

Managing Sections

- Sections are opened, merged, or cancelled in consent with the academic departments.
- When making a change in any section status, the academic department must take necessary actions to inform the students and attend to their needs.
- The academic departments are responsible for managing their courses timetable.
- Any section that doesn't satisfy the minimum capacity must be closed.

Auditing a Course

A student can change the status of a course for which he/she has already registered from regular to audit with the consent of the course instructor and subsequent approval of the Chairman of the concerned department, 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:

- The student can audit a course only if he/she is expecting to graduate in the current semester.
- The student cannot audit a course that he needs in order to graduate.
- The "audit" status for a course cannot be changed to "credit" status.
- Once a course has been audited, it cannot be repeated for credit in subsequent semester(s).
- The deadline for receiving audit requests by the Registrar Office is the last day for dropping course(s) with the grade 'W' in the respective term as indicated in the academic calendar.

Equivalent Courses

A course in one department may be equivalent to another in a different department. Students can substitute a course with another course equivalent to it without having to make a petition.

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/she 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 can be substituted with the approval of the dean. The substitute course must be consistent in level, subject area and credit hours with those in the program for which substitutions are required.

Repeating a Course

A student who obtains a failing grade in a required course must repeat the course, and therefore should formally register for it in the following semester(s). Additionally, a student who wishes to improve his academic standing may repeat a course for which he previously obtained a D or a D+ grade. The last grade will reflect the student's performance in such a course.

Withdrawal

A student can withdraw from one or more course within the first 10 weeks of the academic semester and the first 6 weeks of the summer semester, with a grade "W".

Academic Standing

A student's academic standing 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 standing. A student's academic standing 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 1.00 out of 4.00 in the student's cumulative and semester GPA.
- **1st, 2nd, and 3rd Academic Warnings:** A student will be warned if the semester GPA falls below 1.00 out of 4.00, even if the cumulative GPA is above 1.00 out of 4.00.
- **Academic Probation:** A student will be given this status after the final grades have been processed at the end of each academic semester if the cumulative GPA falls below 1.00 out of 4.00.

Suspension

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

- the semester GPA continues to fall below 1.00 out of 4.00 after the 3rd warning, the cumulative GPA continues to fall below 1.00 out of 4.00 after probation;
- Suspension period does not count in the maximum period for graduation;

- the Rector of the University may however give the student an opportunity to continue following the recommendation of the relevant college council;

Ending of Academic Warning or Probation Status

- The status of academic warning can be revoked after the lapse of one Academic Semester from the date of the warning if the student achieves a semester and cumulative GPA of 1.00 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 academic departments consider applications for readmission at the end discontinuation period.

Conferral of Two Undergraduate Degrees

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.

Enrollment of DAU Employees

DAU 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 6:

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 7:

The academic levels system divides the academic year into two Academic Semesters. There may be a summer session, the duration of which is considered as half an Academic Semester. The degree requirements are divided into various levels in accordance with the degree plan approved by the University Council. (A7)

Article 8:

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

Implementation Rules for Article 8:

Course Load

A course load is defined as the number of credit-hours for which a student is registered in an Academic Semester or a summer session. The restrictions on the course load are:

- a. *Students with good standing:* The minimum course load limit is 12 credit hours and the maximum is 20 credit hours. The maximum can be increased in advanced levels and if the student has maintained a minimum cumulative GPA of 3.00 out of 4.00 with the college approval. The minimum course load in a summer session is 1 credit hour and the maximum is 9 credit hours.
- b. *Students on Academic Warning or Probation:* The minimum course load in such cases is 12 credit hours; the maximum is 13 credit hours (can be increased to 15 upon department approval) in each Academic Semester and 7 credit hours in a summer session.
- c. *Students in their Last Term before Graduation:* The minimum course load at this level is 1 credit hour and the maximum is 20 credit hours during an Academic Semester and 9 in the summer session, provided the student's cumulative GPA is not less than 2.00 out of 4.00.

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.

- d. 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.
- e. In special circumstances, some students may change from one degree plan to another, provided this does not affect their graduation requirements.
- f. 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 Registrar Office should be informed about the approval of this substitution.

- g. 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.
- h. The academic departments develop subcategories of non-major electives as they deem fit. These may include technical, free and college electives. A list of the electives approved by the College Council concerned is provided to the Registrar and every effort will be made to make students aware of this list.

Student Transcript of Academic Record

The transcript comprises the complete academic record of the student from the date of admission to the issue date. No partial records are issued. An official transcript may be issued or sent to any outside agency upon receiving a written request from the student.

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 AND WITHDRAWAL FROM STUDY

Article 9:

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 for Article 9:

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 25% of the lecture and laboratory sessions scheduled for the course.

- a. The student is warned 3 times through the learning management system before a DN grade is given.
- b. The lecturer filled the grade denial form and sends to the dean who in turn discusses the forms in the College Council.
- c. The dean then sends the forms to the registrar after approval.

Article 10:

The college council — or whatever body it delegates its authority to — may exempt a student from the provisions of Attendance 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.

Article 11:

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 12:

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 for Article 12:

- d. The student must furnish the excuse to his instructor and request a makeup examination before the end of the next Academic Semester.
- e. 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.

- f.* Under exceptionally pressing circumstances, the college council may accept the student's excuse and give 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 13:

- a. 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, within a period define by the University Council.
- b. A student can withdraw from one or more courses as per the implementation rules of the university.

Implementation Rules for Article 13:

- a. The Vice Rector for Academic Affairs studies all applications for withdrawal for one semester, and submits its recommendations to the relevant Vice Rector of the University.
- b. 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.
- c. A student may submit an application to discontinue study in a particular semester and withdraw from all courses during the stipulated period 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.

POSTPONEMENT AND SUSPENSION

Article 14:

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 15:

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 16:

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 17:

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:

1. he applies for re-enrollment within four Academic Semesters from the date of cancellation of his enrollment status;
2. he obtains the approval of the relevant college council and related departments for the re-enrollment;
3. 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;
4. that he has not been re-enrolled previously;
5. that he was not on probation prior to the cancellation of his enrollment.

Article 18:

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 19:

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA and major GPA are both not less 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 for Article 19:

- a. The student is required to pursue his major degree plan and complete all requirements before graduation.
- b. The academic advisor follows up his/her advisees' progress through the student information system.
- c. A student must graduate with a minimum academic standing of pass.
- d. A student who fails to achieve the minimum academic standing can submit a petition for cumulative GPA recalculation as described below, however, the student's cumulative GPA should not be more than 1.00 (out of 4.00) after recalculation.

Cumulative GPA Re-calculation Rules

Following are the specific rules pertaining to GPA recalculation (applicable only at the time of graduation if the cumulative GPA is < 1.00):

- The student applying for cumulative GPA recalculation must successfully finish all graduation requirements.
 - The grades F, DN, and WF 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.
 - The total credit-hours of the courses to be excluded from the cumulative GPA calculation should not exceed 24.
 - 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 recalculated cumulative GPA.
- e. No change is to be introduced to the academic record after the graduation document is issued.
 - f. Under no circumstances will the recalculation of cumulative GPA raise the GPA above 1.00, which is the minimum required to satisfy graduation requirements.
 - g. The Registrar Office thoroughly reviews all student records to ensure that all graduation requirements are satisfied.
 - h. The Registrar Office submits a draft recommendation to the academic departments listing the students nominated for graduation at the end of each semester.

- i.* A graduating student is obliged to obtain a clearance form from.
- j.* The Registrar Office prepares and releases the official graduation certificates and degrees and maintains copies of these documents.

DISMISSAL

Article 20:

Dismissal from the University will occur in the following circumstances.

1. 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.
2. 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 for Article 20:

- a.* A student is dismissed if he receives three consecutive academic probations.
- b.* Following the recommendation of the college council, the University Council may allow the student a fourth opportunity to improve his cumulative GPA.
- c.* 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.
- d.* 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.
- e.* The Registrar Office informs the student of his dismissal and cancels his enrollment.
- f.* A dismissed student is obliged to obtain a clearance form and have it signed by all the relevant departments.

STUDY BY AFFILIATION

Article 21:

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.

1. The credit-hours required for the graduation of an associate student should not be less than the credit-hours required of a regular student.
2. 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.
3. On the basis of the college council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
4. The student transcript, graduation certificate, and degree, must indicate that the student has studied "by affiliation".

EXAMINATIONS AND GRADES

Article 22:

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 23:

The continuous assessment may be done in one of the following two approaches:

- a. One written test plus practical tests, oral tests, and any other class activity.
- b. Two written tests.

Article 24:

The college Council, based on a recommendation from 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.

Article 25:

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 for Article 25:

- a. 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.
- b. The course instructor recommends assigning an IC grade after identifying the work and the time required to complete the course requirements.
- c. 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.
- d. Based upon the instructor's recommendation, the department chairman may allow the student to complete the course requirements during the following semester.

- e. The student must complete the course requirements by the end of the next Academic Semester. However, exceptions may be made in the following cases.
 - Students registered in the coop program may, with the approval of the department chairman, delay completion of the course for an additional Academic Semester.
 - Students with an IC grade before registering for the coop program may be allowed to complete incomplete courses within a maximum period of one Academic Semester after completion of the coop program.
- f. 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 Registrar Office of the grade change.
- g. The Registrar Office 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.
- h. 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.
- i. 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.
- j. No student is allowed to register for a course in which he earned a grade of IC in the course pre-requisite.

Article 26:

Courses involving symposia, research, field work, or of a practical nature, may be excluded from some or all the rules of Articles 22 through 24 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 27:

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 28:

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

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

Implementation Rules for Article 28:

- a. 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.
- b. The "in progress" grade (IP) will be assigned to students registering in courses that extend to more than one semester.
- c. The "in complete" grade (IC) will be given to a student who fail to attend the final exam with an acceptable excuse.
- d. The "denial" grade (DN) will be given to students to fail to attend a certain minimum of lectures in a course as denied earlier.
- e. The "no grade pass" grades (NP) or "no grade fail" grade (NF) are assigned for courses offered on the basis of pass or fail, such as thesis and summer training.
- f. The "withdrawn with pass" 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.
- g. The "withdrawn with fail" 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.
- h. The "credit only" grade (CR) is issued for alternate methods of earning credit such as placement test.
- i. The "credit transfer" grade (T) is issued for alternate methods of earning credit such as transferring credits from other institutions.
- j. The "audit" 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 Registrar Office 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.

Article 29:

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

Standing	Range of Cumulative GPA
Excellent	3.50 - 4.00
Very Good	2.75 - 3.49
Good	1.75 - 2.74
Pass	1.00 - 1.74

Article 30:

First honors will be granted to graduating students who achieve a cumulative GPA of 3.75 - 4.00. Second honors will be granted to graduating students who achieve a cumulative GPA of 3.25 - less than 3.75

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

- must not have failed in any course at the university he is currently attending or any other university;

- 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;
- must have completed 60% or more of the graduation requirements at the university from which he graduates.

Implementation Rules for Article 30:

At the end of each semester, the Registrar Office 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:

FINAL EXAMINATION PROCEDURES

Article 31:

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.

Article 32:

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

General rules regarding Assessments and Exams

INSTRUCTIONS TO STUDENTS

1. Examination will now be conducted in designated room.
2. Mobile are not allowed in the examination room. If your Mobile rings during the examination period, an irregularity would be declared and you would render yourself liable to suspension from current and future examinations.
3. No explanation of examination questions may be asked for or given.
4. You will not be allowed to leave the examination room within the first hour from the start of the session and during the last 15 minutes of the examination period. In an emergency, a student will be allowed to leave the examination room only under supervision.
5. A student must carefully read and comply with the instructions, which appear on the front cover of his or her answer paper and also those on the question paper.
6. You are not allowed to assist another student or try to assist him or her to get help or communicate with anybody other than the examiners. Any questions should be directed to the examiner.
7. You may not create a disturbance in the examination room or behave in an improper or unseemly manner.
8. You may not disregard the instructions of the examiner.
9. Unless otherwise stipulated for an examination, you may not have a material which may be of help to you in the examination, other than that provided to you by the examiner and the admission letter/permit in your possession, while you are in the examination room. The excuse that you have forgotten that you had it in your possession will not be accepted.
10. Only calculators as approved and prescribed may be used by a student in the examination, except in subjects where these are indicated on the question paper as being prohibited.
11. If you do not obey these instructions, you render yourself liable to suspension from current and future examinations.
12. You will only be issued a second answer booklet once the first answer booklet is fully utilised (on every page).
13. All aids and answer papers as well as answer sheets issued to you must be handed in before you leave the examination room.

14. Read any errata on a specific question paper to the student(s) concerned. You are allowed ten minutes reading time of the question paper before the official commencement of the examination during which time NO writing of any kind may take place.
15. You may NOT tear out, cut out, or damage any pages of your answer paper for any reason. Answers may be crossed out and you will continue to write answers in the answer book thereafter.
16. As soon as you have signed out and handed in your examination paper, you must leave the examination room. You will not be allowed back into the examination venue for any reason once you have signed out and handed in your examination paper. No answer paper will be accepted for any reason once you have signed out and left the venue.

Article 33:

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

Article 34:

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.

Article 35:

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 for Article 35:

- a. The lecturer fills and submits the Grade Denial Lists and sends them to the course coordinator.
- b. The Course Coordinator defines the assessment components for each course and sends them to the Registrar.
- c. The Registrar updates the assessment components in the SIS.
- d. The Registrar distributes the empty Section Grades sheets to the course coordinators.
- e. The course coordinator distributes Grade Sheets to the lecturers.
- f. The lecturer prepares the Grade Sheets (in Excel format) and submits them to course coordinator.
- g. The Course Coordinator collects the Grades Sheets from lecturers and compiles ONE sheet per course.
- h. The Course Coordinator prepares the Grade Report for each course and submits to Dean.
- i. The Dean discusses the Grade Reports in the College Council.

- j. The Dean submits the Grade Reports to the University Council for final approval.
- k. The Course Coordinator submits the compiled Grade Sheets in electronic form (ONE sheet per course) to the Registrar.
- l. The Registrar uploads the compiled grades to the SIS.
- m. The Registrar sends hard copies of the final Grade Sheets to course coordinator or to the Dean for final approval.
- n. The lecturer checks, signs and submits Section Grades sheets to the course coordinator.
- o. The Course Coordinator collects the signed Section Grades sheets from the lecturers, signs and forwards them to the Dean.
- p. The Dean checks and sign all sections Grade Sheets and send them to the Registrar.

Article 36:

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 for Article 36:

- a. The Registrar Office schedules the final examinations in such a way that no student is given more than two exams on the same day.
- b. Every semester the Registrar Office prepares the schedule of the final examinations listing the date, time and location of examinations. The following considerations are involved.
 - The final examinations schedule must be maintained free from conflicts to the maximum extent possible.
 - The classrooms and auditoria in which the examinations shall be held are reserved.
 - 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.
- c. All course instructors and students should abide by the examination schedule prepared by the Deanship of Admissions & Registration.
- d. 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.
- e. 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.
- f. 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 37:

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 38:

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 for Article 38:

- a. Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
- b. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
- c. 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.
- d. 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 within one week of notification of a disciplinary decision.
- e. 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/she 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.
- f. 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.

The Head of Department can only decide on sanctions or penalty if the incident, from his or her perspective, is beyond any doubt a case of cheating in exam. The circumstance is reported to the Director if - and only if –the incident is so serious that it ought to lead to suspension or expulsion from the educational institution. In all

other cases the Head of Department makes the decisions. The student is informed of the final decision in writing. The person who reported the incident will receive a copy – and a copy is added to the student's folder.

Article 39:

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 for Article 39:

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 40:

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 41:

Consistent with the Articles 31 through 40, the University Council establishes the regulations that govern the final examination procedures.

TRANSFER

Transfer from one university to another

Article 42:

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.

Article 43:

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 for Article 43:

In transferring credit for any course taken outside the University, the following guidelines are used:

- a. The obtained grade of C or higher in the transferred course.
- b. The transferred course must be from a recognized college or university.
- c. The transferred course is equivalent in two thirds of the contents in one of the courses in the DAU degree requirements.
- d. One or more transferred courses can be equivalent to one of the courses in the DAU degree requirements given that contents match in two thirds and the total credits in transferred courses is greater than or equal to the credits in the equivalent course.
- e. One transferred course can be equivalent to one or more of the courses in the DAU degree requirements given that contents match in two thirds and the credits in transferred course is greater than or equal to the total credits in the equivalent courses.
- f. The "credit transfer" grade (T) will be given to transfer courses in the student academic record. The "credit transfer" grades (T) are not included in the student's cumulative GPA.

Article 44:

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 45:

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 46:

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

Implementation Rules for Article 46:

- a. A student may transfer from one college to another within the University before he/she completes the sixth academic level.
- b. 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.
- c. The transfer from one college to another will be recorded in the academic record of the student the term following his transfer.
- d. A student is allowed a maximum of two transfers from one college to another.

Article 47:

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 48:

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 for Article 48:

- a. 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.
- b. The transfer will be recorded in the academic record of the student at the beginning of the term following the transfer.
- c. 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 49:

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 50:

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 for Article 50:

Case One: A student from DAU visiting another university

- a. The department council sets up a committee to study the outside courses which the student plans to take and determines the equivalent University (DAU) 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. Credit hours can be transferred from outside the University with no contradiction to Articles (30), (42), (43), (44) and (45). Transferred credits are not included in the cumulative GPA.
- d. The maximum number of semesters that can be taken outside the University is three consecutive or non-sequential semesters.

Case Two: A student from another university visiting DAU

- 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.

GENERAL RULES

Article 51:

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

Article 52:

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

Article 53:

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