



Kingdom of Saudi Arabia  
Ministry of education  
King Abdulaziz University  
Admission and Registration



# **Undergraduate Study & Examination Bylaw and Applicable Executive Rules**





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## Text of the Decision of the Council of Higher Education No. (13/27/1423 H)

Decision No. (13/27/1423) on 04.05.2002 (11/2/1423 H): The Council of Higher Education:

Based on the provisions of paragraph (6) of Article (15) of the Council of Higher Education and Universities bylaw, which stipulates that one of the competencies of the Council of Higher Education is to issue common bylaws applicable to all universities;

Whereas the undergraduate study and examination bylaw is one of the common bylaws, and its ratification shall lead to unify and organize study and examination works in universities, and to create a better coordination between universities in this domain; and

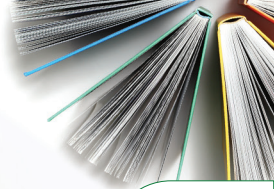
After reviewing the memorandum of the General Secretariat of the Council of Higher Education on this issue, and reviewing the proposed amendments to the unified bylaw for undergraduate study and examinations, as per the formula presented to the Council,

The Council decided:

(To approve the proposed amendments to the bylaw of undergraduate study and examinations, according to the formula attached to this decision).

As amended by the Decision of the Council of the Higher Education No. (13/27/1423) on the 27th session of the Education Council, held on 04.05.2002 (11/2/1423 H), and approved by the Custodian of the Two Holy Mosques, the Prime Minister and Chairman of the Council of Higher

Based on the developments to the academic educational process during the past academic years and the amendments on some articles in the undergraduate study and examination bylaw, a set of executive rules have been reviewed and approved. In its first meeting in the academic year 1437/1438 held on 20.10.2016 (19.01.1438 H), the University Council decided to amend some executive rules for the undergraduate study and examination bylaw at King Abdulaziz University based on Article 20/11 of the regulations of the Council of Higher Education and Universities.



## Article 1: Definitions :

### Academic year :

Two main semesters, and a summer semester, if applicable.

### Semester :

A period of at least 15 weeks during which courses are taught, excluding the registration and final exams periods.

### Summer semester:

A period of maximum 8 weeks, excluding the registration and final exams periods, during which the time allocated to each course is doubled.

### Academic level :

The level that indicates the academic stage, according to the approved study plans .<sup>(1)</sup> .

### Study plan :

This is a set of compulsory, elective and free courses that the total of its units constitute the graduation requirements that the student must successfully pass to obtain the academic degree in the specified major .<sup>(2)</sup> .

### Course :

A subject in a specific academic level within the approved study plan for each major (program). Each course has a number, a code, a title, and a detailed description that distinguishes it in terms of content and level from other courses, and there is a file for each course kept by the department for follow-up, evaluation, and development. Some courses may have one or more prerequisites or co-requisites .<sup>(3)</sup> .

### Study unit :

The unit is the weekly theoretical lecture of at least 50 minutes, the clinical lesson of at least 50 minutes, or the practical or field lesson of at least 100 minutes.

### Academic warning :

The notification given to the student because his cumulative GPA goes below the minimum limit set forth in this bylaw.

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(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.

(2) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.

(3) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.



## Coursework score :

The score awarded for the works that demonstrate the student's achievements during the semester, such as quizzes, research, and educational activities relevant to the course.

## Final exam :

An exam in the course that is held once at the end of the semester. <sup>(1)</sup>.

## Final exam score :

The score obtained by the student in the final exam of each course at the end of the semester.

## Final score :

The sum of the coursework scores plus the final exam score for each course, and the score is calculated out of one hundred.

## Grade :

A representation of the percentage or the alphabetical symbol for the final score obtained by the student in any course.

## In-Complete grade :

A temporary grade given for each course a student cannot complete its requirements in due time, and it is referred to with (IC) in the academic record.

## In-Progress grade :

A temporary grade given for each course that requires more than one semester to complete. It is referred to with (IP) in the academic record.

## Semester GPA :

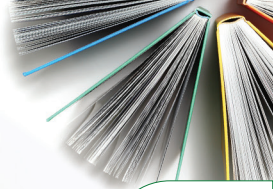
It is the sum of dividing the total points obtained by the student by the total of the units of all the courses studied in any semester. Points are calculated by multiplying the unit by the weight of the grade obtained by the student in each studied course. See Appendix (B).

## Cumulative GPA :

It is the sum of dividing the total points obtained by the student on all studied courses since joining the university by the total of the units of all these courses. See Appendix (B).

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(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.



## Grade Point Average (GPA) :

A description of the level of student's academic achievement during his study in the university.

## Academic load :

The total number of units that a student is allowed to register for in a semester. The maximum and minimum academic loads are determined based on the university's executive rules <sup>(1)</sup>.

## Admission of new students :

### Article 2 :

The University Council decides the number of students to be admitted in the next academic year based on the recommendations of college councils and relevant parties at the university.

### Article 3 :

For the admission of a new student at the university, the following should be observed:

- A. The student shall have a high school diploma or its equivalent from the Kingdom or abroad.
- B. The high school diploma or its equivalent must be obtained within the last five years; however, the University Council may make an exception from this requirement if convincing reasons are provided.
- C. The student must be of good conduct.
- D. The student must successfully pass any test or personal interview that the University Council sees appropriate.
- E. The student must be medically fit.
- F. The student must have an approval from his/her reference to study if the student is working for any governmental or private entity.
- G. The student must fulfill any other conditions the University Council sees appropriate as announced at the time of application.

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(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.



## Article 1 of King Abdulaziz University Executive Rules:

Based on paragraph (G) of Article 3 of the bylaw, which stipulates that (the student must fulfill any other conditions the University Council sees appropriate as announced at the time of application), the following additional conditions for admission to the university shall be applied:

1. Admission shall be done through submitting the original certificate.
2. In case the student studies in attendance, the student must be fully devoted to the study.
3. The student should not be registered for another undergraduate program at the same university or other universities. Further, the student should not have obtained the degree earlier and wishes to obtain it again in attendance, whether in the same or a different major.
4. The student should not have been dismissed by a disciplinary action.
5. The student should not have withdrawn from studies less than three months earlier.
6. It is permissible to accept a holder of a certificate other than high school diploma, provided it is academically equivalent to the high school diploma.
7. In the case of applying for admission in attendance, the high school diploma must have been obtained during the last three years.

## Article 4 :

The selection process between applicants who meet all the conditions shall be based on their grades in the high school diploma, personal interview and placement tests, if applicable.

## Study system :

### Article 5 : <sup>(1)</sup>

- a. The student progresses in the study according to the executive guidelines approved by the University Council.
- b. The study plans are designed to be at least 8 semesters for the undergraduate level . <sup>(2)</sup>

## Article 6 :

In some colleges, study may be based on the full academic year system, in accordance with the rules and procedures approved by the University Council as the academic year shall constitute two levels.

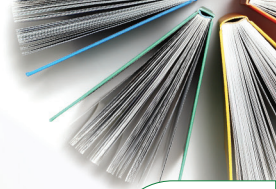
## Article 2 of King Abdulaziz University Executive Rules:

According to Article 6 of the bylaw, courses are offered - in colleges that adopt the full academic years system - in a period that is not less than (30) weeks, excluding the registration, deletion, addition and final exam periods.

(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.

(2) See Article 1 of the bylaw





## Levels system :

### Article 7 :

Levels system is a study system in which the academic year is divided into two main semesters, and there may be a summer semester, whose duration should be half of the regular semester, and the graduation requirements for obtaining the academic degree are distributed into levels according to the study plan approved by the University Council.

### Article 8 :<sup>(1)</sup>

The University Council sets the rules for registration, deletion, and addition of courses within the approved study plan levels to ensure that students register for the minimum academic load.

### Article 3 of King Abdulaziz University Executive Rules:

According to Article 8 of the bylaw, which specifies the detailed regulations governing progression from one level to another, the following additional rules are determined:

- i. The student progresses from one level to the next if all the courses of this level are successfully passed.
- ii. The minimum academic load is (12) study units, and the maximum limit is (18) study units. With the approval of the Permanent Committee for Admission and Registration, other limits of units may be set for colleges whose nature requires otherwise.
- iii. If the student fails in one or more courses, the student must study the courses according to the following controls:
  1. If the student fails in a total of at least the minimum prescribed load from one level, the student must re-study the failed courses only at that level.
  2. If the student fails in a total of less than the minimum prescribed load, the student must re-study the failed courses in addition to other courses from the following levels according to the following control:
    - a. Registration in the courses should be in line with the controls of the study plan and schedule,
    - b. The student's academic load should be linked to the cumulative GPA, provided that it comes within the minimum and maximum loads, according to the decision of the Permanent Committee for Admission and Registration.
    - c. The student's schedule should not feature any conflict.
    - d. If a student cannot register the prescribed academic load from the next level courses (for conflicting scheduling, lack of prerequisite, or completing all courses of the relevant level), the student shall complete the prescribed academic load from the appropriate courses of the following levels. If it is not possible to complete the prescribed load after that, the student shall suffice with the available study units even if it is below the minimum.
- iv. The student may register courses from only two levels higher than the student's current level. However, with the approval of the Permanent Committee for Admission and Registration, other levels may be set for colleges whose study nature requires otherwise.

(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H.



- v. The registration process of students' schedules is made during the period specified in the university academic calendar according to the following controls:
  1. The student registers his/her academic schedule.
  2. The registration process for the academic schedule is made early before the start of the semester and during the preceding semester.
  3. The academic advisor shall have a specific period for reviewing the student's schedule, for communication, and for guiding the student.
  4. The process of deletion and addition takes place at the request of the student and the approval of the academic advisor.
  5. The registration process for schedules can be done automatically for some colleges, if required.
- vi. If the student is one who is expected to graduate, one or more courses may be added to the student's last level, provided that the study units shall not exceed 24 units.
- vii. If the registration, deletion and addition period ended and the student does not register any course, the student shall be considered as dropped out of study (except for students who complete courses in which they obtained an IC or IP grade).
- viii. The academic departments in the college shall assign an academic advisor for each group of students to offer them academic guidance. There is no minimum or maximum number of students assigned to each advisor, as this process depends on the number of students compared to the number of faculty in the academic department.

## Attendance and submitting an excuse to continue studying:

### Article 9 :

The regular student must attend lectures and lessons. The student shall be prohibited from the final exam in a course if the student's attendance in that course is less than the percentage determined by the University Council (at least 75% of the lectures and lessons for each course during the semester). The student who is denied the final exam due to absence fails, and the grade assigned to this student is Denied (DN).

### Article 4 of King Abdulaziz University Executive Rules :

According to Article 9 of the bylaw, the minimum percentage of attending lectures and lessons for each course, which the student must attend to during the semester, is determined to be at least 75% of all the lectures and lessons of the course.

### Article 10 :

The College Council, or exceptionally whoever delegated by it, may lift the denial and allow the student to have the exam, provided that the student submits an excuse accepted by the council. The university council decides that the attendance rate in such cases should not be less than (50%) of the lectures and lessons of the course.



## Article 11 :

The student who is absent from the final exam shall have a score of zero (0) in that exam, and the student's grade in that course shall be calculated based on the coursework marks obtained.

## Article 12 :

In the event that a student is unable to attend the final exam of any course for compelling circumstances, the College Council, in cases of extreme necessity, may accept the student's excuse and allow the student to have a makeup exam within a period not exceeding the end of the following semester. The student shall have the grade after performing the makeup exam.

## Article 13 : <sup>(1)</sup>

- a. The student may withdraw from continuing to study a semester without being considered as failed provided that the student submits an excuse acceptable to the body specified by the University Council within a period determined by the executive rules approved by the University Council. The student shall have the grade (W), and that semester shall be calculated as part of the period required to complete the graduation requirements.
- b. The student may withdraw from one or more courses after submitting an excuse, according to the executive rules approved by the University Council.

## Article 5 of King Abdulaziz University Executive Rules :

According to Article 13 of the bylaw, the following additional conditions are determined to accept a withdrawal request:

- a. The body authorized to accept a withdrawal request is the Academic Affairs Committee, which is formed by each College Council at the beginning of each academic year, and the Vice Dean of the College shall head the committee.
- b. The student's cumulative GPA should not be less than (2).
- c. The withdrawal period shall be considered as part of the semesters in which the student is allowed to withdraw according to Article 14 of the bylaw, which are two consecutive academic semesters or three non-consecutive semesters.
- d. The period during which a student may withdraw electronically or through the competent committee is the period specified in the university academic calendar for each semester.
- e. A student may withdraw after the end of the period specified in the university academic calendar after submitting an acceptable excuse to the college educational affairs committee. The excuse shall be reviewed by the permanent admission committee, which shall evaluate the excuse and decide to accept or reject it.
- f. The student may withdraw one or two courses as a maximum in a semester, provided that the student maintains the minimum academic load, and after the approval of the vice-dean or the person delegated by him/her, such as the academic advisor or the department head within the period specified in the university academic calendar.

(1) The paragraph was amended pursuant to the Decision of the Council of Higher Education No. (23/45/1428) on the 45th session held on 1/18/1428 H and the Royal Approval No. (3020 / MB) dated 23/03/1428 H



## Postponement and dropping out :

### Article 14 :

A student may submit a request to postpone the study based on an excuse that must be accepted by the body specified by the University Council, provided that the period of postponement does not exceed two consecutive academic semesters or three non-consecutive academic semesters as a maximum during the period in which the student is registered in the University. After that, the student shall be terminated; however, the University Council may make exceptions in cases of necessity. The postponement period shall not be considered as part of the period needed to complete the graduation requirements.

### Article 6 of King Abdulaziz University Executive Rules :

- a. The student who requests postponement of study must submit the request at the end of the academic semester that precedes the academic semester, which needs to be postponed, provided that the college submits this request to its council before the end of the semester .<sup>(1)</sup>
- b. Female students accompanying their husbands on scholarships abroad, upon approval of the College Council and the Deanship of Admission and Registration, may postpone their study for a period equivalent to the period in the official scholarship decision, and the period is extendable. However, the student must submit a request to postpone the study before the start of the semester that needs to be postponed. The student must submit an official proof of the scholarship status. This is also applicable to male students accompanying their wives. Upon return, the male or female student shall study the courses from the study plan available at the university or what is approved by the Permanent Committee for Admission and Registration. If the postponement period ends and the student does not resume the study without submitting an acceptable excuse, the student shall be considered as dropped out.

### Article 15 :

In the event that a regular student drops out for a semester without submitting a postponement request, the student shall be terminated and his/her registration in the university shall be closed. The University Council, upon its discretion, may terminate the student's registration for being dropped out for a shorter period. Distant education student shall be terminated if the student does not attend all final exams in a semester without submitting an acceptable excuse.

### Article 16 :

The student shall not be considered as dropped out for the semesters the student attends in other universities as a visiting student.

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(1) This article is added pursuant to University Council Decision number 7 on its 1st session for the academic year 1439/1440 H held on 29.08 2018 (28/12/1439 H.)



## Re-enrollment :

### Article 17 :

A terminated student may submit a request for re-enrollment using the student number and the academic record of the student before dropping out according to the following controls:

- The terminated student must submit the re-enrollment request within a period of four (4) academic semesters starting from the date of termination.
- The competent College Council and relevant bodies must approve re-enrollment of the student.
- If the student is terminated for a period of more than four (4) academic semesters, the student may apply for the university as a fresh student, without any reference to the student's previous academic record, provided that the student meets all the admission requirements at the time of application. The University Council may make exceptions according to the controls issued by the Council .<sup>(1)</sup>
- A student shall not be re-enrolled more than once. In cases of necessity, the University Council may make exceptions.
- A terminated student cannot be re-enrolled if the student is academically terminated .<sup>(2)</sup>

### Article 18 :

A terminated student for academic or disciplinary reasons, or a student terminated from another university for disciplinary reasons, cannot be re-enrolled. If a student is re-enrolled and it is discovered subsequently that the student was terminated for such reasons, the re-enrollment shall be annulled from the date of starting the re-enrollment.

## Graduation :

### Article 19 :<sup>(3)</sup>

- The student graduates after successfully completing the graduation requirements according to the study plan, provided that the student's cumulative GPA is not less than the rate specified by the relevant university council for each major. In all cases, the cumulative GPA should not be less than "Pass" grade.
- Based on a recommendation from the concerned department, the College Council may select a set of courses to be studied by the student to raise his/her GPA, in case the student succeeds in all courses but fails the GPA.

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(1) This article is amended by the Higher Education Council Decision Number (9/33/1425), and the Royal approval number (476/A) dated 26.04.1425 H.

(2) This article is amended by the Higher Education Council Decision Number (9/43/1427) dated 10.05.1427, and the Royal approval number (6204/MB) dated 18.08.1427 H.

(3) This article is amended by the Higher Education Council Decision Number (14/62/1431) dated 29.12.1431 H, and the Royal approval number (446/MB) dated 21.01.1432 H.



## Article 7 of King Abdulaziz University Executive Rules :<sup>(1)</sup>

According to paragraph 1 of article 19 of the bylaw, the University Council makes the following decision:

- i. The Council agrees that the graduation GPA should not be less than grade 'good' (2.75/5) in the majors of college of engineering, college of computing and information technology, college of engineering in Rabigh, college of computing and information technology in Rabigh and college of environmental design.
- ii. The Council agrees to apply the following rules to implement paragraph (i) of this decision»
  1. The decision applies to fresh students in the majors of the colleges mentioned above. The concerned colleges, departments, and the Deanship of Admission and Registration shall guide and inform the students that the minimum GPA required for graduation is grade 'good' (2.75/5).
  2. If a student completes the graduation requirements with a GPA less than (2.75), the student may re-register in some completed courses to increase the cumulative GPA, according to the following controls:
    - a. The maximum limit for the courses to be re-registered in is (28) units to increase the cumulative GPA to 2.75.
    - b. The academic department shall decide such courses and their distribution to one or more semesters to increase the cumulative GPA to 2.75, provided that the maximum number of semesters is three.
    - c. After the academic department approves the courses, the vice-dean shall refer the courses to the Deanship of Admission and Registration for implementation.
    - d. According to the aforementioned, the grades (F) or (D) of the course that the student repeats shall be turned into grades (XF) or (XD), respectively. The grades shall not be calculated in the cumulative GPA based on Article (20/20) of the system of the Council of Higher Education and Universities and the regulatory bylaw of the affairs of Saudi universities' faculty.

## Termination from the university :

### Article 20 :

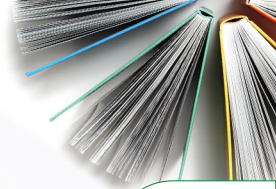
The student is terminated from the university in the following cases:

- a. When the student receives a maximum of three consecutive warnings for a lower GPA than the rate required for graduation as per Article (19) of this bylaw; the University Council, based on a recommendation from the College Council, may give a fourth opportunity to a student who may raise the GPA by studying the available courses .<sup>(2)</sup>
- b. If the student does not complete the graduation requirements within a maximum period of the full duration set for completing the program plus half that duration. The University Council may give an exceptional opportunity to the student to complete the graduation requirements with a maximum period of twice the original period set for graduation.
- c. In exceptional cases, the University Council may address the conditions of students to whom the provisions of the previous two paragraphs apply by giving them an exceptional opportunity that shall not exceed two academic semesters.

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This article is added pursuant to University Council Decision number 8 on its 5th session for the academic year 1431/1432 H held on 26.06 2011 (27/07/1432 H.)

(2)This article is amended by the Higher Education Council Decision Number (14/62/1431) dated 29.12.1431 H, and the Royal approval number (446/MB) dated 21.01.1432 H.



## Distant education :

### Article 21 :

The University Council, pursuant to recommendations of colleges, may approve applying distant education in some colleges and majors whose nature allows distant education. The University Council sets the regulations and guidelines for this according to the following controls:

- a. The required study units required for graduation of a student in distant education shall be at least equivalent to the units required by a regular student in the majors open for distant education.
- b. The distant education student shall be dealt with in terms of admission, grading, transfer, termination, and re-enrollment, among others, the same way the university deals with the regular student, with the exception of attending lectures.
- c. The University Council, according to the suggestion of college councils, may set the required controls to evaluate the performance of distant education students.
- d. The academic record, graduation document and certificate shall state that the study is at distant education basis.

## Examinations and grades :

### Article 22 :

Based on the suggestion of the department council, the council of the college that offers a course determines the coursework value that shall be at least 30% of the total marks of the course.

### Article 23 :

The coursework marks of a course shall be calculated in either of the following two schemes:

- a. Oral/practical exams, research assignments, other class activities, or selections of all or some of them, in addition to at least one written exam.
- b. At least two written exams.

### Article 24 :

The council of the college that offers the course, upon a recommendation from the department council, may incorporate practical or oral exams in a course final exam, and duly the Council shall set the value of their marks in the final exam.

### Article 25 :

The council of the department that offers the course, upon a recommendation from the course teacher, may allow a student to complete the requirements of any course in the next academic semester. The student's grade shall be In-complete (IC), and shall not be calculated in the semester or cumulative GPA until the course requirements are met. If an academic semester passes and the (IC) grade is not changed in the student's academic record, the grade shall be replaced with Fail (F), and then it shall be calculated in the cumulative GPA.



## Article 26 :

The College Council, upon the recommendation of the council of the teaching department, may exclude some courses of seminars, research, practicum, or field experience from all or some of the provisions of articles 22, 23, and 24. The College Council determines the means to measure the student's achievement in such courses.

## Article 27 :

If a research course requires more than one academic semester to complete, the student shall have the grade as In-Progress (IP). After the student completes the course, the student shall have the actual grade. If the course is not completed in due time, the council of the teaching department may record the grade as In-Complete (IC) in the student's academic record.

## Article 28 :

The grades a student may have in a course are as follows:

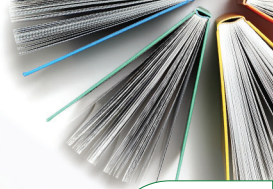
Mark out of 100	Grade	Symbol	5 fo tuo thgieW	Weight out of 4
95-100	Exceptional	A+	5.00	4.00
90 - <95	Excellent	A	4.75	3.75
85 -<90	Superior	B+	4.50	3.50
80 -<85	Very Good	B	4.00	3.00
75 -<80	Above Average	C+	3.50	2.50
70 -<75	Good	C	3.00	2.00
65 -<70	High Pass	D+	2.50	1.50
60 ->65	Pass	D	2.00	1.00
>60	Fail	F	1.00	0

## Article 8 of King Abdulaziz University Executive Rules <sup>(1)</sup>:

According to article 28 of the bylaw, grades in the University are calculated according to the weight out of 5.

(1) This article is added pursuant to University Council Decision number 8 on its 5th session for the academic year 1431/1432 H held on 26.06 2011 (27/07/1432 H.)





## Article 29 :

Without prejudice to the provisions of article 19 of this bylaw, the general grade for the cumulative GPA upon graduation of the student shall be as follows :<sup>(1)</sup>

1. (Excellent): if the GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
2. (Very good): if the GPA ranges from 3.75 to less than 4.50 out of 5.00 or from 2.75 to less than 3.50 out of 4.00.
3. (Good): if the GPA ranges from 2.75 to less than 3.75 out of 5.00 or from 1.75 to less than 2.75 out of 4.00
4. (Pass): If the GPA ranges from 2.00 to less than 2.75 out of 5.00 or from 1.00 to less than 1.75 out of 4.00.

## Article 30 :

The first class honors degree is granted to a student with a GPA ranging from (4.75) to (5.00) out of (5.00), or from (3.75) to (4.00) out of (4.00) upon graduation. The second honors degree is granted to a student with a GPA ranging from (4.25) to less than (4.75) out of (5.00) or from (3.25) to less than (3.75) out of (4.00) upon Graduation.

A first or second honors degree is granted according to the following controls:

- a. The student should not have failed any course at the graduation university or other universities.
- b. The student should have completed the graduation requirements within a period of no more than the average duration between the minimum and maximum period required for graduation.
- c. The student should have studied at the university, from which the student shall graduate, at least (60%) of the graduation requirements.

## Procedures for final exam:

### Article 31 :

The College Council may form a committee to coordinate with the departments organizing final exam works. The Committee's tasks include reviewing marks transcripts and delivering them to the competent committee within a period of not more than three days from the examination date of any course.

### Article 32 :

The College Council may apply confidentiality measures in the final exam procedures.

### Article 33 :

The Course teacher prepares exam questions; when necessary and upon the department head suggestion, a person selected by the College Council may prepare the final exam.

### Article 34 :

The course instructor corrects the final exam papers; the department head (when needed) may involve one or more specialists with the instructor in the correction process. The College Council, when necessary, may assign the correction to whomever the Council deems appropriate.

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(1)This article is amended by the Higher Education Council Decision Number (14/62/1431) dated 29.12.1431 H, and the Royal approval number (446/MB) dated 21.01.1432 H



### Article 35 :

The person who corrects the final exam makes the data entry for the grades into the transcripts prepared for that purpose, signs them, and then the department head shall approve them.

### Article 36 :

The student shall not have examinations of more than two courses in the same day. However, the University Council may make exceptions on this issue.

### Article 37 :

After half an hour elapses starting from the start of the final exam time, no students are allowed to take the exam. Students who take the exam shall not be allowed to exit the exam before at least half an hour of the exam elapses.

### Article 38 :

Cheating, attempting to cheat, or violating the instructions and rules of the exam are issues punishable according to Students' Disciplinary Regulations issued by the University Council.

### Article 39 :

The council of the college teaching the course, in cases of necessity, may approve re-correcting the answer sheets within a period of no later than the beginning of the next academic semester exams

### Article 40 :

Based on the recommendation of the relevant Department Council, the College Council determines the duration of the final written examination, provided that it shall not be less than one hour and shall not exceed three hours.

### Article 9 of King Abdulaziz University Executive Rules <sup>(1)</sup>:

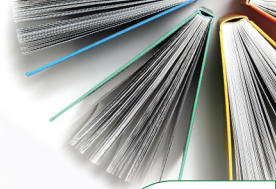
According to article 40 of the bylaw, the final examination of all courses in the University is determined to be two hours. Each College Council may increase the examination time for some courses in coordination with the Deanship of Admission and Registration.

### Article 41:

Without prejudice to the provisions of articles 31 to 40, the University Council sets the controls for the final examinations.

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(1) This article is added pursuant to University Council Decision number 8 on its 5th session for the academic year 1431/1432 H held on 26.06 2011 (27/07/1432 H.)



## Transfer from one university to another :

### Article 42 :

A student may be transferred from another university according to the following controls:

- The student should have studied in a recognized college or university
- The student should not have been dismissed for disciplinary reasons from the transferring university.
- The student should meet the transfer conditions specified by the University Council.

### Article 10 of King Abdulaziz University Executive Rules :

According to paragraph C of article 42 of the bylaw, which stipulates that (the student should meet the transfer conditions specified by the University Council), so that the following additional conditions are specified to transfer a student from another university to King Abdulaziz University:

- The cumulative GPA of the student asking to be transferred should be at least (3 out of 5).
- The student should not be academically warned.
- The student should study at least 50% of the graduation requirements at King Abdulaziz University.
- Courses in which the student obtained a grade of (C) or higher shall be considered equivalent to their counterparts at King Abdulaziz University.
- Courses may be considered equivalent to their counterparts at King Abdulaziz University if they match in credit hours. The College Council or the competent college committee concerned with equalizing courses may make exceptions of the credit hours matching.<sup>(1)</sup>

### Article 43 :

The College Council equalizes the courses that the student studied outside the university according to the recommendations of the academic departments that offer the relevant courses. The academic record of the student must illustrate the equalized courses, which shall be disregarded when calculating the student's cumulative GPA.

### Article 44 :

If it is proven that the transferred student had been dismissed by a disciplinary action, the student's enrollment shall be annulled effective the date of accepting the student's transfer to the university.

### Article 45 :

A student can be transferred from one university to another in any semester pursuant to the procedures and dates announced at the university to which the student applies to, in light of the general controls for transfer.

(1) This article is added pursuant to University Council Decision number 7 on its 1st session for the academic year 1439/1440 H held on 29.08 2018 (28/12/1439 H.)



## Transfer from one college to another in the same university:

### Article 46 :

A student may be transferred from one college to another in the same university according to the controls approved by the University Council:

### Article 11 of King Abdulaziz University Executive Rules :

According to article 46 of the bylaw, the following additional conditions are specified to transfer a student from one college to another in King Abdulaziz University:

- The student should meet all the transfer conditions set by the college to which the student seeks to transfer.
- The academic record of the student must be free from any disciplinary action.
- The transfer could be made for one time only.
- The student should not have studied in the student's major more than half of the graduation requirements, and the exception is a student who transfers from a college that stipulates a cumulative GPA of 2.75/5 as a minimum requirement for graduation.
- Transfer applications are submitted within the period specified in the university academic calendar. The Deanship of Admission and Registration collects all applications for processing, and the transfer results are announced based on the criteria and capacity set by the colleges.
- The transfer process is illustrated in the academic record of the student who is transferred from one college to another, once the transfer process is completed.

### Article 47 :

The academic record of the student who is transferred from college to another shall illustrate all the courses the student had studied, including grades, as well as semester and cumulative GPA for all the student's study period in the university.

## Transfer from one major to another in the same college :

### Article 48 :

After the approval of the college dean, a student may be transferred from one major to another in the same college according to the controls set by the University Council:

### Article 12 of King Abdulaziz University Executive Rules:

According to article 48 of the bylaw, the following additional conditions are specified to transfer a student from one major to another in the same college:

- The cumulative GPA of the student shall not be less than 2.5/5
- The transfer could be made for one time only.
- The student should not have studied in the student's major more than half of the graduation requirements, and the College Council or whoever the Council delegates has the right to address exceptional cases.
- Transfer applications are submitted within the period specified in the university academic calendar. The college collects all applications for processing, and the transfer results are announced based on the capacity determined by the academic departments. This shall be notified to the Deanship of Admission and Registration.

### Article 13 of King Abdulaziz University Executive Rules :

The following additional conditions are specified to transfer a diploma student to undergraduate study in the same major:

- a. The cumulative GPA of the student shall not be less than 3.5/5
- b. The transfer could be made for one time only.
- c. The student should not have studied more than half of the graduation requirements.
- d. Transfer applications are submitted within the period specified in the university academic calendar. The Deanship of Admission and Registration collects all applications for processing, and the transfer results are announced based on the capacity determined by the college.

### Article 14 of King Abdulaziz University Executive Rules :

The conditions stipulated in Article 13 of the Executive Rules apply to the transfer from distant education system to the regular study system in the same major in addition to the following controls:

- a. The University Council determines the number of transferred students.
- b. The student is transferred to the same college after meeting the requirements. This transfer shall not be considered as a transfer between colleges.
- c. Priority of transfer is given to the best applicants.

### Article 15 of King Abdulaziz University Executive Rules :

The conditions stipulated in Article 12 of the Executive Rules apply to the transfer from regular study system to distant education system in the same major.

### Article 49 :

The academic record of the student who is transferred from one major to another shall illustrate all the courses the student had studied, including grades, as well as semester and cumulative GPA for all the student's study period in the university.

### The visiting student :

### Article 50 :

The visiting student is the student who studies some courses in another university or another branch of the same university without transfer. The studied courses are equalized according to the following controls:

- a. The pre-approval of the college in which the student is enrolled.
- b. Studying on a visiting basis shall be in a recognized college or university.
- c. The course to be studied on a visiting basis shall be equivalent/equal to one of the courses in the graduation requirements.
- d. If the visiting student studies in a branch of the student's university, provision of Article 47 shall apply.
- e. The University Council determines the maximum study units that can be calculated from outside the university for the visiting student.





- f. Grades for the courses from another university that are equalized to the visiting student shall not be calculated in the student's GPA, but they shall be illustrated in the student's academic record.
- g. Any other conditions put forward by the University Council should be observed.

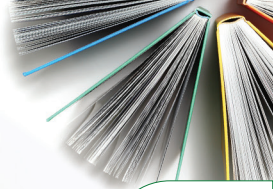
### Article 16 of King Abdulaziz University Executive Rules :

According to Paragraph E of Article 50, the maximum limit of study units a student can study as a visiting student from outside the University shall not exceed 30% of the study units required for graduation, provided that the following shall be observed:

- a. The number of courses in each semester shall not exceed the maximum limit allowed in the bylaw.
- b. The selected courses shall be in the same academic level of the student, according to the student's approved study plan.
- c. The study period shall not exceed four semesters, as a maximum.

### Article 17 of King Abdulaziz University Executive Rules (Amending Student's Grades) :

1. The Deanship of Admission and Registration amends course grades for any student based on the college's request pursuant to a decision stipulating reasons for amendments issued by the competent tripartite committee, chaired by the Vice Dean and the membership of both the relevant department head and the teaching faculty.
2. Grades of a student in a given semester can only be amended within a period not exceeding the first month of the next semester.
3. Requests for amendment of grades for each teacher and academic department are collected, and the College Council reviews them at the end of each semester to set controls and penalties, when needed, if a certain pattern appears for a certain teacher or department.
4. In the event that a student doubts the validity of the grade granted to him/her, the following must be followed:
  - a. The student returns to the teacher to verify the grade, and duly the teacher reviews the student's answer paper. If it becomes evident that a grade amendment is required, the issue is referred to the department head so that it is presented to the competent committee by following steps 1 to 3 above. If it becomes evident that the grade does not need any amendments, the student is duly informed that the amendment request is groundless.
  - b. If the student is still in doubt, the student shall submit a request to the relevant department head, who reviews the request with the teacher. If the teacher's position remains unchanged, the department head may ask another teacher in the same major and department to re-correct the answer paper, in accordance with Article (34) of the Undergraduate Study and Examination Bylaw. Then, the issue is submitted to the competent committee to make the appropriate decision in line with steps 1 to 3 above.



## Article 18 of King Abdulaziz University Executive Rules (Medical Reports) :

1. Sick leave excuses are approved, providing that a medical report issued by a medical facility is submitted.
2. All medical reports are submitted to the competent vice-dean within a maximum period of five days from the date and time of the disease for which the report is issued. Reports are submitted either by the student himself or by one of his relatives or acquaintances.
3. If the period of excuse in a medical report covers a period for a periodic or midterm exam, the vice-dean, in coordination with the department head and the relevant teacher, shall assess the case to re-examine the student.
4. If the period of excuse in a medical report covers a period for a final exam, the student's result shall be suspended. The competent vice-dean, department head, and teacher shall prepare a memorandum to consider whether the report is accepted or not. The student's grade for the course shall be either (F) or (IC). The memorandum, a copy of the medical report, and the final grade shall be sent to the Deanship of Admission and Registration.

## General Provisions :

### Article 51 :

This bylaw annuls all previous bylaws organizing undergraduate study and examinations.

### Article 52 :

The University Council may set executive rules in a manner that does not conflict with the provisions of this bylaw.

### Article 53 :

The Higher Education Council has the right to interpret this bylaw.



## Appendices :

### Appendix (A)

The academic record and grading symbols

#### The Academic Record

The academic record is a statement that illustrates the student's academic progress. It includes the courses that a student studies in each semester, illustrating course code, number, units, obtained grade, as well as the symbol and value of each grade. The academic record also illustrates the semester GPA, cumulative GPA, the general grade, and the courses from which the transferred student is exempted.

Symbol	Mark	Points		Value
A+	95 - 100	5.00	4,00	Exceptional
A	90 - <95	4.75	3,75	Excellent
B+	85 - <90	4.50	3,50	Superior
B	80 - <85	4.00	3,00	Very Good
C+	75 - <80	3.50	2,50	Above Average
C	70 - <75	3.00	2,00	Good
D+	65 - <70	2.50	1,50	High Pass
D	60 - >65	2.00	1,00	Pass
F	>60	1.00	0	Fail
IP	----	-	-	In-Progress
IC	----	-	-	In-Complete
DN	----	1.00	0	Denied
NP	<60	-	-	No grade-Pass
NF	>60	-	-	No grade-Fail
W	----	-	-	Withdrawn



## Appendix (B)

An example of calculating semester GPA and cumulative GPA:

### The First Semester :

Course Code	Units	Percentage	Grade Symbol	Value	Points
ISLS 301	2	85	B+	4.50	9.00
CHEM 324	3	70	C	3.00	9.00
MATH 235	3	92	A	4.75	14.25
PHYS 312	4	80	B	4.00	16.00
Total	12				48,25

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

### The Second Semester :

Course Code	Units	Percentage	Grade Symbol	Value	Points
ISLS 401	2	96	A+	5.00	10.00
CHEM 327	3	83	B	4.00	12.00
MATH 314	4	71	C	3.00	12.00
PHYS 326	3	81	B	4.00	12.00
Total	12				46

$$\text{Second Semester GPA} = \frac{\text{Total Points (46.00)}}{\text{Total Units (12)}} = 3.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Points (48.25 + 46.00)}}{\text{Total Units (12 + 12)}} = 3.93$$





## The Deanship Guides:

Your Guide for Admission and Registration Systems

Available on the Google Play

Available on the App Store

[www.kau.edu.sa](http://www.kau.edu.sa)

Admission Guide

[prod.kau.edu.sa/admission/Guides/ADMISSION-Guide.PDF](http://prod.kau.edu.sa/admission/Guides/ADMISSION-Guide.PDF)

Odus Plus Guide

[prod.kau.edu.sa/admission/Guides/odusplus.pdf](http://prod.kau.edu.sa/admission/Guides/odusplus.pdf)

Preparatory Year Guide

[prod.kau.edu.sa/admission/Guides/pr2014cat.pdf](http://prod.kau.edu.sa/admission/Guides/pr2014cat.pdf)

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[admission.kau.edu.sa/Files/210/Files/wsekate.pdf](http://admission.kau.edu.sa/Files/210/Files/wsekate.pdf)

Academic Advising Guide for Faculty

The Procedural Guide for Academic Advising

[prod.kau.edu.sa/admission/er1436/for\\_dr.pdf](http://prod.kau.edu.sa/admission/er1436/for_dr.pdf)

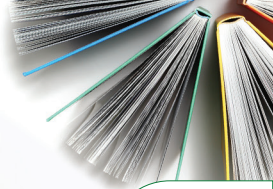
MYKAU Guide  
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Academic Advising Guide for Student

The Procedural Guide for Academic Advising

[prod.kau.edu.sa/admission/er1436/for\\_std.pdf](http://prod.kau.edu.sa/admission/er1436/for_std.pdf)



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**Deanship of Admission & Registration**

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