

Undergraduate Study and Examination Regulations and Executive Rules at Princess Nourah bint Abdulrahman University

١٤٤٥هـ / 2023 AD





Undergraduate Study and Examination Regulations

Issued by Council of Universities' Affairs Decision No. (1/9/1444)

**Adopted at the ninth meeting held on 03/01/1444H,
corresponding to 01/08/2022, and communicated by circular No.**

(4400006853) dated 04/01/1444H.



Chapter One

Definitions

Article One:

The following terms and phrases wherever mentioned in these regulations - shall have the meanings assigned to them below, unless the context indicates otherwise.

- **Academic Year:** Two semesters or more and a summer term if any, or four levels or more and a summer level or two summer levels if any.
- **Educational System:** The method of study followed in the colleges and institutes of the University, whether by the level system, semester system, or the full academic year.
- **Semester:** A period not less than fifteen weeks in the two-semester system and not less than twelve weeks in the three-semester system, excluding registration periods, drop and add periods, and final examinations.
- **Academic Level:** A study method, the duration of which is less than a semester, not less than four weeks, and not more than eight weeks, with a total of not less than forty weeks of study per year.
- **Full Academic Year:** A period not less than forty weeks per year.
- **Summer Semester:** A period not less than eight weeks for the two-semester system and not less than six weeks for the three-semester system, during which the duration allocated for each course is twice the period.



- **Summer Course:** A period not less than four weeks for the academic level system, during which the duration allocated for each course is twice the period.
- **Study Plan:** A set of mandatory, elective, and free courses that form the total units required for graduation, which a student must successfully complete to obtain the degree in the specified major.
- **Course:** The subject in each program plan that includes a number, symbol, and content description. It is under constant monitoring, evaluation, and development in each department and can be taught independently or require a prerequisite or a co-requisite course.
- **Credit Hour/Units:** The weekly theoretical lecture (or clinical lesson or exercise lesson) of not less than fifty minutes, or the practical lesson not less than one hundred minutes, or the field lesson specified in the study plan.
- **Teaching Methods:** Different teaching methods including face-to-face education, blended learning, distance education, self-education, and other teaching methods.
- **Academic Bridging Program:** The program designed for completing studies from Diploma to bachelor's degree.
- **Coursework Grade:** The grade awarded for the work obtained by the student during the study in an academic level, semester, or full academic year, if available- including tests, research, and educational activities related to the course.



- **Final Exam:** A test in the course, held once at the end of the course teaching in the academic level, semester, or full academic year.
- **Final Exam Grade:** The grade obtained by the student in each course in the final exam.
- **Final Grade:** The total coursework grades, to which the final exam grade for each course is added, and the overall grade is calculated out of one hundred.
- **Academic Record:** A detailed statement that includes all the courses studied by the student, the received grades, including both the semester and cumulative averages.
- **Visiting Student:** A student who studies some courses at another university, or in a branch of the university that they belong to without being transferred.
- **Grade:** A description of the percentage, or the alphabetical symbol of the final grade, obtained by the student in any course.
- **Incomplete Grade:** A grade recorded for any course that the student is unable to complete its requirements on time, denoted in the academic record by the symbol (IC).
- **In Progress Grade:** A grade recorded for each course that requires more than one semester to complete its study, denoted by the symbol (IP).
- **Semester Average:** The quotient of dividing the total points obtained by the student by the total credit hours for all the courses studied by the student in any semester, academic level,



or full academic year, where points are calculated by multiplying the credit hour by the grade weight obtained in each course.

- **Cumulative Average:** The quotient of dividing the total points obtained by the student in all the courses studied since joining the University by the total credit hours for those courses.
- **Overall Grade:** A description of the student's academic achievement level throughout their study period at the University.
- **Study Load:** The total credit hours that a student is allowed to register in an academic level, semester, or a specific full academic year as determined by the University council.

Executive Rules for Article (1) of Princess Nourah bint Abdulrahman University

In addition to the interpretation of the terms and phrases in Article One, the following phrases - wherever mentioned in these regulations - have the meanings next to each as described unless the context indicates otherwise:

1. **Student/Students:** Undergraduate students at Princess Nourah bint Abdulrahman University.
2. **College Council:** The authority responsible for managing academic affairs in the college, according to the provisions of the system.
3. **Department Council:** The authority responsible for academic affairs in the academic department, according to the provisions of the system.



4. **Permanent Committee for Plans and Curricula:** A committee formed by a decision of the University President to consider undergraduate programs and study plans.
5. **Permanent Committee for Studying Students' Academic Cases:** A committee formed by a decision of the University President to consider academic cases of students referred to it by colleges, or the Deanship of Admission and Registration according to the study and examination regulations of the University.
6. **Academic Record:** An official document that clarifies the student's academic status, including the name of the college and specialization, studying status, registered courses for each semester, and equated or exempted courses. In addition, it indicates the number of academic units and grades the student has obtained and the symbols and values of those grades. The record also shows the semester (or annual) GPA, cumulative GPA, and academic warnings (if any).
7. **Final Examination Period:** A timeframe determined by the beginning and end dates in the academic calendar approved by the University Council.
8. **Alternative Exam:** An exam held for a student who missed the final exam with an acceptable excuse. The student's grade is then recorded and adjusted accordingly.
9. **Field Training:** A period spent by the student at one of the job market entities related to her major, where contact hours and accredited units for training are determined according to the approved program plan by the University Council.



10. **Program Duration:** The number of years - or semesters - of the approved study plan by the University Council.
11. **Regular Duration:** The duration needed to complete the graduation requirements of the program without granting the student an exceptional opportunity; the maximum regular duration is calculated by adding half the program duration to the program duration. Drop, transfer, disciplinary dismissed semesters and studying as visiting student semesters are counted within the regular duration. In addition, postponement, drop out, and study suspension semesters are not counted.
12. **Exceptional Opportunity:** The duration needed to complete the graduation requirements after the end of the regular period.
13. **Postponement of Study:** The student is not registered for any course in the semester (or academic year) intended for postponement according to the executive rules. The postponement period is not counted within the regular duration for graduation.
14. **Drop (discontinuing studies):** The student does not continue her studies in the semester, summer semester, or academic year, in which she registered for courses according to the executive rules. The drop period is counted within the regular duration for graduation.
15. **Withdrawal from a Course:** Not continuing the study of one or more courses in the semester, summer, or academic year, and a withdrawn grade is recorded with an excuse according to the executive rules.



16. Study Suspension: The student is suspended from study for the semester or academic year according to the controls stipulated in the study and examination regulations and its executive rules. The suspension period is not counted within the regular duration for graduation.

17. Denied Entry: The student is prevented from entering the final exam due to her attendance falling below the minimum required for lectures and practical lessons according to the controls stipulated in these regulations and its executive rules.

18. Record Cancellation: The student is stopped from continuing studies at the University for a semester or more for reasons stated in the study and examination regulations and its executive rules.

19. Excellence: The student achieves excellence at the end of each academic year if: A. Her semester GPA is not less than (4.5) for two consecutive semesters of the same academic year. B. The credit hours of the GPA are not less than (12) study units for each of the two consecutive semesters of the same academic year, except for study plans where the study load is less than that.

20. Academic Alert: A notice to the student to prevent reaching a warning. The student is warned in one of two cases: A. Her semester GPA is from (1) to less than (2.50). B. Her cumulative GPA is from (2) to less than (2.50). For students at the Colleges of Medicine and Dentistry, a notice is given if their cumulative GPA is from (2.5) to less than (3).

21. Academic Warning: A notification directed to the student due to her cumulative GPA falling below the minimum outlined in the executive rules.



22. **Academic Dismissal:** Stopping the student's registration due to receiving a specified number of academic warnings or exceeding the maximum regular duration for study or both reasons together as stated in Article (twenty-two) and its executive rules.
23. **Disciplinary Dismissal:** The final dismissal of the student from the University due to a disciplinary decision issued against her by the competent authority according to the rules of conduct and student discipline in the University.
24. **Exit Point (Early Graduation):** An accredited qualification from the University for an academic degree that is intermediate between academic programs awarded to the student if she achieves a certain amount of knowledge, skills, and values in a specific specialty and is not equivalent to the degree of the qualification for which the student initially registered.
25. **Course Equivalency:** A procedure whereby the student has passed a course she has not previously passed within her study plan. It is applied when the student succeeds in another course she studied inside or outside the University, and it is equivalent to the required course in her plan according to the controls stipulated in these regulations and its executive rules.
26. **Exemption from Studying a Course:** A procedure by which the student is considered to have passed a course within her study plan in exchange for studying it or passing an academic examination or standardized achievement test according to the controls stipulated in these regulations and its executive rules.
27. **Compulsory Course:** A course that the student is required to study within her study plan.



28. **Elective Course:** A course that the student studies among the elective courses in her study plan.
29. **University Requirements:** Specific courses with a set number of accredited study units that the University students' study within their study plans.
30. **College Requirements:** Specific courses with a set number of accredited study units that college students' study within their study plans.
31. **Program Requirements:** Specific courses with a set number of accredited study units that program students' study within their study plans.
32. **Prerequisite:** A requirement that must be met before being able to register for the course, which may include the requirement of the student passing one or several courses or study units.
33. **Corequisite:** A requirement that must be met before being able to register for the course, which may include the requirement of concurrent registration for one or several courses or study units.
34. **Interdisciplinary Program:** A new study program with new learning outcomes derived from the integration of learning outcomes of two or more branches of knowledge (or programs).
35. **Withdrawal from the University:** The student ends her studies at the University before completing her study program based on her request.
36. **Foundation Year in the College:** The first academic year in the college, which has specific conditions approved by the University Council, and the student must achieve them to compete for



available seats in one of the college programs, and it is part of the study plan for the college programs.

37. Foundation Year for Colleges: The first academic year leading to several colleges that share a study scope. It has specific conditions approved by the University Council, and the student must achieve them to compete for available seats in one of these colleges' programs. The foundation year for colleges is part of the study plan for all associated programs.

38. Allocation: A procedure that determines the program to which the student who completed the foundation year program will be directed, based on her order of preference and whether she met the specific conditions and criteria to compete for the available seats in the program.

39. Registered Student: A regular student at the University, including apologized, postponed, or visiting student.

40. Regular Student: A student who is allowed to register for academic courses in a semester or academic year.

41. New Student: A student accepted at the University for an academic degree.

42. Conditional Admission: A conditional acceptance upon where a student must complete and pass a specific program according to special conditions and controls approved by the University Council.



Chapter Two

Goals and Enforcement of the Regulations

Article Two

This regulation aims to organize the mechanism and procedures of study and examinations at the University in a way that enhances the efficiency and quality of the educational process and academic procedures for the stage following high school.

Article Three

The provisions of this regulation apply to universities that implement the system of the Higher Education Council and Universities issued by Royal Decree No. (M/8) dated 04/06/1414H, and universities that implement the system of universities issued by Royal Decree No. (M/27) dated 02/03/1441H.



Chapter Three

Study Systems

Article Four

1. When approving its programs, the University shall adhere to the following in order: A. The Saudi Standard Classification of Educational Levels and Specializations, issued by the Council of Ministers Resolution No. (75) dated 27/01/1442H, and any amendments or updates thereto. B. The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by the decision of the Board of Directors of the Education and Training Evaluation Commission in its first meeting of the second session held on 16/06/1441H, and any amendments or updates thereto.
2. The student progresses in their studies according to the educational system and the study plan approved by the University Council.

Executive Rules for Article (4) of Princess Nourah bint Abdulrahman University

When implementing paragraph (1) of Article (4), the following should be considered:

1. The University's colleges and institutes must adhere to the following in order when creating and developing academic programs:
 - First: The Saudi Standard Classification of Educational Levels and Specializations, issued by the decision of the Council of Ministers No. (75) dated 27/01/1442H, and any amendments or updates to it, including:



- The classification of educational levels, their characteristics, and criteria.
 - Names of academic programs and their specializations.
 - Sub-level codes and specialization codes.
 - Qualifications obtained as stipulated in the classification.
- Second: The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by the decision of the Education and Training Evaluation Commission's Board of Directors in its first meeting of the second session held on 16/06/1441H, and any amendments or updates to it, including:
 - The name of the qualification according to the levels defined by the framework.
 - The number of academic units.
 - Learning domains.
 - The targeted description of learning outcomes in each domain according to the qualification level.
2. The University must adhere to the provisions stated in paragraph (1) of Article (4) when approving or developing academic programs.
 3. The program committee in academic departments, according to the Quality Management System (QMS), prepares the study plan,



and the necessary descriptions for the program and its academic courses according to the latest models of the Education and Training Evaluation Commission.

4. The Permanent Committee for Plans and Curricula considers requests from colleges to introduce academic programs, or to make any development or modification to the study plan, based on a recommendation from the college and department councils. After approval, requests are submitted for accreditation by the University Council.

When implementing paragraph (2) of Article (4), the following should be considered:

- The student is responsible for understanding the study system and following the regulations governing it, including graduation requirements.
- The student progresses in her academic program according to the educational system, whether annual or by semester, and according to the program's study plan established in this system, including exit points (if any).
- The college assigns an academic advisor for each student to clarify the educational systems and assist the student in her scientific journey according to the study plan.
- The academic advisor in each department is chosen from among the faculty members in the college. Students of the foundation year of colleges implementing the foundation year system are assigned to the foundation year supervisor or a delegate for this task.



Article Five

The academic year division and the graduation requirements for obtaining an academic degree shall be distributed according to the educational system and study plan approved by the University Council, as follows:

1. Two or more semesters, with the possibility of having a summer semester, provided that its duration is half of a regular semester.
2. Four or more academic levels, with each level lasting at least four weeks as a minimum and no more than eight weeks as a maximum. The total weeks of study must not be less than forty weeks per year. There may be one summer course or two summer courses if any, provided that their duration is half of a regular academic level.

Executive Rules for Article (5) of Princess Nourah bint Abdulrahman University

The Deanship of Admission and Registration is responsible for preparing the academic calendar according to what is approved by the Council of Ministers, indicating the number of semesters in the year, the duration of each semester, the period for course registration, add and drop, final examinations, and the dates of academic procedures. Then, the Deanship submits the academic calendar to the University Council for approval.

Article Six

It is permissible for the study in some colleges and institutes to be based on the full academic year according to the rules and procedures approved by the University Council.



Executive Rules for Article (6) of Princess Nourah bint Abdulrahman University

Study in some colleges may be based on the full academic year according to the rules and procedures stated in these regulations, after replacing the term "semester" with "academic year" wherever mentioned, taking into account the academic calendar accepted by the University Council for the annual system as approved by the Council of Ministers, considering the following:

1. Courses in the annual system are offered throughout an academic year not less than thirty-three (33) weeks, excluding the periods for courses registration and final examinations.
2. All courses of that year are registered for the student, and she is not allowed to drop any of the courses.
3. The final exam for each course is held upon completion of its requirements during the academic year, and the course grade is recorded in the student's academic record.

Study System in the Foundation Year in College/Colleges

First: The duration of the foundation year program; a full academic year divided into two semesters with courses offered once a year for each semester.

Second: Study controls:

1. The student is allowed to pass the foundation year within only four semesters from the date of her registration at the University, counting the drop semesters - if any - within this period.



2. Passing all courses within four semesters from the date of the student's registration at the University is a requirement for passing the foundation year.
3. If the student fails any of the courses, she must retake the course during the designated semester for the course, or the summer semester according to the study plan, within a period not exceeding four semesters from the date of her registration at the University. The student will not be allocated until completing all the foundation year courses.
4. The student's program is determined after the end of the foundation year according to the announced allocation Controls and criteria approved by the University's vice rectorate for academic affairs and the Deanship of Admission and Registration in coordination with the relevant college councils to compete for the available seats in the program.
5. Students who achieve a cumulative GPA less than (3.00) out of (5.00) are not allocated and are transferred to one of the other University colleges' programs according to the announced conditions.
6. If the student does not meet the minimum requirements announced for allocation, or exceeds the specified duration to pass the foundation year program (four semesters from the date of her registration at the University, counting the drop semesters - if any - within this period), she is transferred to one of the other University colleges' programs according to the announced conditions.
7. The monthly reward is paid to the student for only two semesters.



Article Seven

Subject to the decisions issued by the University Affairs Council, the University Council may, based on proposals from the councils of colleges or institutes, adopt one or more teaching methods in programs where the nature of the study allows it.

Executive Rules for Article (7) of Princess Nourah bint Abdulrahman University

- Taking into account the decisions issued by the University Affairs Council, the University Council may, based on the proposals from the colleges and institutes councils, adopt one or some of the teaching methods in programs where the nature of study allows it. This shall be according to the controls and procedures regulated by the University Council, and in a manner that does not conflict with these regulations and their executive rules.
- When implementing this article, the provisions of Article (4) and its executive rules should be considered.

Article Eight:

The study plan shall include academic courses, not less than 10% of the total academic courses, offered in one or more teaching methods that are different from the traditional face-to-face teaching method. The University Council determines these regulations.

Executive Rules for Article (8) of Princess Nourah bint Abdulrahman University

The competent entity (Academic Affairs) proposes the regulations for incorporating academic courses in the study plans, not less than 10% of the entire academic program courses, with teaching methods that are



different from the traditional face-to-face teaching method, which are then approved by the University Council.

Article Nine:

1. The University Council may, at the suggestion of the College Councils, approve the following:
 - A. Academic Bridging Programs in certain disciplines, in accordance with the regulations approved by the Council of University Affairs.
 - B. Interdisciplinary Programs.
2. The University Council may, at the suggestion of colleges or institutes, accept a student who holds a Bachelor's degree in a specialty to study a Bachelor's degree in another specialty.

Executive Rules of Article (9) of The University of Princess Nourah bint Abdulrahman University

1. University colleges can offer bridging programs in accordance with the regulations approved by the University Council based on the controls set by the Council of University Affairs.
2. University colleges are committed to adhering to the regulations and procedures approved by the University Council for developing interdisciplinary programs or adding a major, minor, or supporting specialization.
3. When implementing this article, the provisions of Article (Four) and its executive rules shall be taken into account.
4. In coordination with the University colleges, the Deanship of Admissions and Registration shall provide the University Council with its recommendations regarding the admission of a student



who holds a bachelor's degree in a major to study a bachelor's degree in one of the college's specializations, according to the regulations set by the college and approved by the University Council.

Article Ten

The University Council may grant a student - who has completed credit hours but has not fulfilled the requirements for a bachelor's degree - a diploma in the field of study, in accordance with the regulations approved by the University Council, provided that it does not contradict the Saudi Standard Classification of Educational Levels and Specializations issued by the Council of Ministers decision No. (75) dated 27/01/1442 AH and any amendments or updates made to it, and the National Framework for Qualifications in the Kingdom of Saudi Arabia issued by the decision of the Board of Directors of the Education and Training Evaluation Commission at its first meeting for the second session held on 16/06/1441 AH and any amendments or updates made to it.

The Executive Rules for Article (10) for Princess Nourah bint Abdulrahman University

1. The colleges and the institute determine the exit points in their academic programs, taking into consideration the Saudi Standard Classification of Educational Levels and Specializations, issued by the Council of Ministers decision No. (75) dated 27/01/1442 AH, and any amendments or updates made to it, and the National Framework for Qualifications in the Kingdom of Saudi Arabia issued by the decision of the Board of Directors of the Education and Training Evaluation Commission at its first meeting for the



2. second session held on 16/06/1441 AH, and any amendments or updates made to it.
3. The colleges and the institute define the regulations for granting exit points (early graduation) in their academic programs, for those who have completed some hours and reached the approved exit point in the program, authorized by the University Council.
4. The permanent committee for studying students' academic cases has the right to submit the following to the University Council:
 - Addressing the situation of a struggling student due to warnings, exceeding the maximum duration of study, or her inability to fulfill the graduation requirements for a bachelor's degree by granting her a diploma degree upon meeting the exit point requirements of the academic program - if any - provided that the student's GPA is not less than the graduation average in the major.
 - Addressing the situation of a student who has applied for re-enrollment after drop out or withdrawal, and who has met the exit point requirements by granting her the opportunity to graduate with a diploma degree, taking into consideration what is mentioned in the executive rules of articles (nineteen) and (twenty-one) of this regulation.



Chapter Four

Admission

Article Eleven:

Taking into account the decisions issued by the Council of University Affairs, national development requirements, and reports issued by competent authorities to anticipate the supply and demand of the labor market, the University Council - based on the proposals of the college councils, or their equivalents in the University - shall determine the admission criteria and controls as well as the number of students who can be admitted in the academic year.

The Executive Rules for Article (11) for Princess Nourah bint Abdulrahman University

1. The following conditions are required for the admission of a new student at the University:
 - a. The student should receive a high school diploma or an equivalent from inside or outside the Kingdom.
 - b. The period since the student acquired a high school diploma or its equivalent should not exceed five years. The University Council may waive this condition if there are convincing reasons, taking into account what is mentioned in the executive rules for Article (forty-six) of this regulation.
 - c. The student should successfully pass any test or personal interview deemed necessary by the University Council.
 - d. The student should not have been expelled from another university for disciplinary reasons.



- e. The student should be medically fit for admission into health programs.
 - f. The student should seek approval from her employer if she is employed by any governmental or private entity.
 - g. The student must meet any other conditions determined or announced by the University Council at the time of application.
2. Admission will be through competitive selection among applicants who meet all the conditions, such as their grades in high school diploma or its equivalent, personal interviews, and other admission tests and criteria approved by the University Council.
 3. The admission of a student who delays completing her admission procedures by the specified deadlines without an acceptable excuse will be canceled.
 4. The Deanship of Admissions and Registration annually prepares the admission criteria and controls, and the number of students who can be admitted in the academic year, based on the proposals of the college councils and the institute, the capabilities of the programs, and the national development requirements. The Deanship will also consider the reports issued by competent authorities to forecast the supply and demand of the labor market.
 5. Every year, the University Council approves the admission criteria and controls, and the numbers of admitted students in different specializations.
 6. The admission of scholarship students who are non-Saudi is subject to the approved regulations in this regard.



Article Twelve:

Taking into account what is mentioned in Articles (nine) and (ten) of this regulation, a student may be admitted if she has obtained:

1. A diploma degree (or its equivalent) to complete her studies to obtain a bachelor's degree and have her previous courses equated.
2. A bachelor's degree (or its equivalent) in a specific major to receive a bachelor's degree in another major and have her previous courses equated.

The executive rules of this regulation determine its specific conditions and procedures, including the possibility of counting the equated courses towards the student's cumulative GPA in her academic record.

The Executive Rules for Article (12) for Princess Nourah bint Abdulrahman University

The University Council approves the conditions and procedures for the admission of a student who has obtained:

1. A diploma degree (or its equivalent) to complete her studies to obtain a bachelor's degree.
2. A bachelor's degree (or its equivalent) in a specific major to receive a bachelor's degree in another major.



Chapter Five

Academic Procedures

Article Thirteen

The University Council sets rules regulating academic procedures, including registration, deletion, and addition of courses within the approved study plan, ensuring that students register for the minimum study load.

The Executive Rules for Article (13) for Princess Nourah bint Abdulrahman University

First: General Rules:

- The relevant departments prepare the academic schedules and exam timetables for the semester preceding the relevant semester according to the timeline set by the Deanship of Admissions and Registration.

Second: Course Registration (Addition and Deletion):

1. The minimum and maximum study load at Princess Nourah bint Abdulrahman University is as follows:
 - The minimum study load for a semester is (12) credit units, and the maximum is (22) credit units. The Deanship of Admission and Registration may increase the maximum study load for a student expected to graduate in the last two semesters to no more than (24) credit units, without affecting the number of hours for the academic level, semester, or academic year.



- The minimum number of credit units for the summer semester is (2) credit units, and the maximum is (9) credit units.
 - The minimum study load for a student under academic warning is (12) credit units.
2. In accordance with what is mentioned in paragraph (1), the Deanship of Admission and Registration is responsible for automatically registering the available courses for new students, and any other cases if needed. The registration process shall be at the start of the semester according to the study plan and the student's academic status.
 3. The student is obliged to register for her courses and regularly attend her registered courses, unless her registration is suspended.
 4. All courses in the first admission year are compulsory, and the student is not allowed to perform any add or drop operations during the study period of that year.
 5. A struggling student must register for her courses to ensure the minimum study load every semester, ensuring that the academic schedule has no overlap. Registering in courses should follow the schedules and controls of the study plan (prerequisite or corequisite requirements).
 6. If a student fails one or more courses in the semester system, she must retake the failed courses.
 7. A student is allowed to add or drop courses and modify her schedule during the period specified in the academic calendar



according to the rules set by the Deanship of Admission and Registration, considering the following:

- a- The academic schedule or the final exam schedule has no overlap.
 - b- Courses registration should follow the study plan rules (prerequisites or corequisites).
 - c- If the course to be dropped is a corequisite with another course, the student cannot drop it unless both courses are dropped or kept together.
 - d- The number of hours after dropping should not fall below the minimum academic study load.
8. A student may register for a course and its prerequisite if the following conditions are met:
- a- The student is among those expected to graduate.
 - b- The student has previously studied the prerequisite and failed, provided the failure was not due to denied entry.
 - c- Registration is through the Deanship of Admission and Registration only and upon a recommendation from the student's college.
9. A student can select and register for courses from two levels to meet the minimum study load and graduation requirements within the necessary timeframe. Starting with courses from lower levels or semesters. With the department's approval, other levels may be determined for colleges where the nature of study requires otherwise.



10. Subject to the previous items, the college is responsible for addressing students' registration status within the specified registration period.

11. The college dean - or her delegate - based on a recommendation from the relevant department council, may determine alternative courses for a student to study if it is not possible to offer courses from the study plan, provided that the alternative courses are equivalent or similar to the courses listed in the student's plan.

Article Fourteen:

The student is obligated to attend the course unit - in person or virtually - according to the teaching methods specified in the study plan. The student will be denied from entering the final exam if her attendance falls below the percentage set by the University Council. A student who is denied from entering the exam due to absence will be considered to have failed the course and will be assigned a grade of denied entry (DN).

The Executive Rules for Article (14) for Princess Nourah bint Abdulrahman University:

1. A regular student is required to attend the course unit – in person or virtually - for all course activities according to the teaching methods specified in the approved course description in the study plan.
2. The student is responsible for monitoring her attendance and absence rate through the student records system or the course instructor's report.



3. A student will be denied from entering for the final exam by a decision of the college council if her attendance falls below (75%) of the total contact hours for all course activities.
4. The course instructor is responsible for recording attendance and absence in the student records system within a week from the lecture date.
5. The course instructor must submit a report to the department head detailing the students who have exceeded the absence rate, including the dates of the lectures they missed, which is then approved by the department and college councils.
6. The course instructor is responsible for notifying students who have reached the specified absence rate for denied entry after it has been approved by the college council during the semester or academic year within the specified period by the Deanship of Admission and Registration.
7. The college offering the course will notify the student's college of the denied entry decision.
8. A student who has been denied from entering a course is considered failed, and the course instructor will assign a grade of denied entry (DN).

Article Fifteen:

The college or institute council, or its delegate, may lift the denial entry and allow the student to enter the final exam if the student presents an excuse acceptable to the college or institute council, or its delegate. The University Council determines the minimum attendance percentage of lectures, practical sessions, or training out of the total contact hours for



the course unit, whether in-person, virtually, or according to other specified teaching methods in the study plan.

The Executive Rules for Article (15) for Princess Nourah bint Abdulrahman University

The college or institute offering the course - or its delegate - may lift the denial entry and allow the student to enter the final exam if the student submits an excuse accepted by the council - or its delegate - within the period specified by the Deanship of Admission and Registration. However, the attendance rate must not be less than (50%) of the lectures, practical lessons, or training out of the total contact hours for the course, whether in-person, virtually, or according to other specified teaching methods in the approved course description in the study plan.

Article Sixteen:

A student is allowed to drop and discontinue her studies for an academic level, a semester, or an entire academic year without being considered as failed if she submits an acceptable excuse to the authority designated by the University Council. The dropped period is to be counted within the required duration to complete graduation requirements. The executive rules of this regulation determine its specific conditions and procedures.

The Executive Rules for Article (16) for Princess Nourah bint Abdulrahman University

1. A student may drop and discontinue her studies for a semester, a summer semester, or a full academic year without being considered as failed if she submits her request within the



specified drop period in the academic calendar, at least two weeks before the start of final exams.

2. A grade of (W) will be recorded for all her registered courses in a drop semester (or year), and the drop period will be counted within the required time to complete graduation requirements.
3. The number of semesters a student may drop should not exceed three semesters throughout her stay at the University.
4. A student is not allowed to drop three consecutive semesters.
5. A student is not allowed to drop in the admission year, and the college council has the right to make exceptions.
6. A student in the foundation year is not allowed to drop in the first semester but may do so only once in the second semester after the approval of the relevant authority, and it will be for one year. The dropped period will be counted towards the period required to pass the foundational year.
7. For diploma students (intermediate diploma):
 - a. The number of semesters a student may drop should not exceed two semesters throughout her study at the University.
 - b. A student is not allowed to withdraw from two consecutive semesters.
8. For students in colleges that apply the full academic year system:
 - a. The duration of withdrawal is determined as a full academic year, not to exceed two non-consecutive academic years throughout the student's study at the University, after which her record is canceled, and the University Council has the right to make exceptions.



- b. The withdrawal period is at least five weeks before the start of final exams.
 - c. The results of courses for which the student has completed the exams will be counted before the acceptance of the withdrawal request.
 - d. A grade of (W) is recorded for a student's registered courses when there aren't any entered grades.
9. A student who applies for withdrawal from continuing her studies for a semester, a summer semester, or a full academic year must attend lectures of her registered courses until her request is approved by the competent authority.
10. In case of exceptional cases, where it was impossible to submit the drop request on time due to compelling circumstances, they will be presented to the permanent committee for studying students' academic cases to decide, provided that the drop request is submitted before the start of final exams.

Article Seventeen:

A student is allowed to withdraw from one or more courses. The executive rules of this regulation specify its conditions and procedures.

The Executive Rules for Article (17) for Princess Nourah bint Abdulrahman University

1. A student may withdraw (drop) from one or more courses in a semester, summer semester, or a full academic year according to the dates specified in the academic calendar.
2. A grade of (W) will be recorded for the course(s) from which the student has withdrawn.



3. A student may withdraw from a maximum of two courses in a semester and one course in a summer semester, provided that the remaining hours do not fall below the minimum academic study load as specified in the executive rules of Article (thirteen). In cases of extreme necessity, the permanent committee for studying students' academic cases may make exceptions.
4. A student may withdraw from one to a maximum of five courses throughout her duration of study at the University. The deadline for submitting the request should be at least two weeks before the start of final exams in the semester system, and at least five weeks before in the full academic year system.
5. First-year admission students are not allowed to withdraw from courses.
6. Foundation-year students, or students at the Arabic Language Institute for Non-Native Speakers, are not allowed to withdraw or drop any course.
7. For diploma students (intermediate diploma):
 - a. A student may withdraw from a maximum of one course per semester or summer semester, provided that the remaining hours do not fall below the minimum academic study load as specified in the executive rules of Article (thirteen). In cases of extreme necessity, the permanent committee for studying students' academic cases may make exceptions.
 - b. A student may withdraw from one to a maximum of three courses throughout her duration of study at the University. The deadline for submitting the request should be two weeks before the start of final exams.



8. If a student is registered for only one course in a semester, summer semester, or full academic year, she is not allowed to withdraw from this course but has the right to submit a request for a withdrawal from continuing the semester, summer semester, or full academic year as specified in Article (sixteen) and its executive rules.
9. A student who submits a request to withdraw from one or more courses must still attend lectures, practical lessons, or training until her request is approved by the competent authority.
10. In case of exceptional cases, where it was impossible to submit the withdrawal request on time due to compelling circumstances, they will be presented to the permanent committee for studying students' academic cases to decide, provided that the withdrawal request is submitted before the start of final exams.

Article Eighteen:

A student may apply for a postponement of studies for an academic level, a semester, or a full academic year, if she presents an excuse acceptable to the authority designated by the University Council. The executive rules of this regulation specify its conditions and procedures.

The Executive Rules for Article (18) for Princess Nourah bint Abdulrahman University

1. A student may apply for a postponement of studies before the end of the second week of the beginning of the semester.
2. The postponement period is not counted within the duration required to complete graduation requirements.



3. A student may not postpone her study in the admission year, but the college council may make exceptions.
4. A foundation-year student may not postpone in the first semester but may postpone her study only once in the second semester after approval from the relevant authority, for a.
5. The number of semesters a student may postpone should not exceed three semesters throughout her study at the University.
6. A student is not allowed to postpone studies for three consecutive semesters.
7. A diploma student (intermediate diploma) may postpone one semester throughout her study at the University.
8. A student in colleges that apply the full academic year system may postpone for one academic year only.
9. In case of exceptional cases, where it was impossible to submit the postponement request on time due to compelling circumstances, they will be presented to the permanent committee for studying students' academic cases for decision.
10. A student accompanying a family member on scholarship who is her guardian may suspend her studies, under the following conditions:
 - a. The student must be Saudi or have a Saudi mother.
 - b. The student must have completed at least one academic year. The University Council or its delegate may make exceptions.
 - c. The suspension period must not exceed three consecutive years (or three semesters for diploma students (intermediate diploma)).



- d. The suspension period is not counted within the student's regular duration of study.
- e. The student may not claim credit for courses studied during the suspension period.
- f. After the suspension period ends, the student is enrolled in the same major according to the plan implemented in that semester, and she completes the graduation requirements for the current plan.
- g. A student has one opportunity to suspend her studies during her university education.
- h. The student's cumulative GPA must not be less than (2.00) out of (5.00).
- i. The student must not be expelled.
- j. If the student does not resume her studies after the suspension, she will be considered a drop out student and her record will be canceled.



Article Nineteen:

Record cancelation is applied if a student drops out from studies for a duration specified by the University Council without submitting a postponement or withdrawal request. A student whose record has been canceled may apply for re-enrollment with their previous ID and academic record before dropping out. The executive rules of this regulation specify its conditions and procedures.

The Executive Rules for Article (19) for Princess Nourah bint Abdulrahman University

1. A regular student's record at the University will be canceled in one of the following cases:
 - a. If she did not register for any course during the registration period specified in the academic calendar and did not change her academic status by the end of the third week, the student status will be marked as (drop out due to non-registration).
 - b. If a regular student is absent from all her courses for four consecutive weeks from the start of the semester without submitting a postponement or drop request, her status will be marked as (dropped out of studies).
2. The drop out period is not counted towards the time required to complete graduation requirements.
3. Re-enrollment is not permitted for a student who drops out of the admission semester.



4. A student may not re-enroll more than once, except in cases of extreme necessity, as determined by the University Council (or its delegate).
5. Students who are academically dismissed cannot be re-enrolled.
6. Approval for re-enrollment requires that the student can complete the graduation requirements after re-enrollment within the allowed period by the system.
7. If a regular foundation year student drops out from all courses for a semester, her record will be canceled, and she will not have the right to re-enroll.
8. A student whose record is canceled may apply for re-enrollment with her previous ID and academic record before dropping out under the following conditions:

First: Conditions for Re-enrollment Within Four Semesters:

- a. The student must submit an electronic re-enrollment request according to the announced academic calendar within four semesters (or two academic years for colleges that operate on a full academic year basis) from the date of record cancelation.
- b. The Deanship of Admission and Registration will submit re-enrollment requests to the college to present them to the department and college councils.
- c. The college dean informs the Deanship of Admission and Registration of the college council's decision to complete the re-enrollment procedures.
- d. If the study plan has not changed, the student is re-enrolled with her academic status before dropping out. However, if the study plan has changed, courses previously studied are



equated, and the student is enrolled based on the equation outcome.

- e. For students in colleges operating on a full academic year basis: the student is re-registered in the year she was enrolled in before dropping out. In addition, the student must take the courses she did not study in the dropout year.

Second: Conditions for Re-enrollment After Four Semesters:

If more than four semesters have passed since the student's record cancelation, the matter is presented to the University Council to consider her re-enrollment with her academic status before dropping out under the following conditions:

- a. The drop out is due to a compelling reason.
- b. The period of drop out should not exceed six semesters.
- c. The student has passed (50%) of the study plan units.
- d. The cumulative GPA is not less than (2.00) out of (5.00).
- e. The student has not enrolled in another university during the drop out period and has not been on academic or disciplinary dismissal.
- f. The approval from the college and department council for the students' re-enrollment.

For colleges operating on a full academic year basis: If three academic years have passed since the student's record cancelation, the matter is presented to the University Council to consider her re-enrollment with her academic status before dropping out.

9. A diploma student (intermediate diploma) whose record is canceled may apply for re-enrollment with her previous ID and record before dropping out under the following conditions:



- a. The request for re-enrollment must be submitted electronically according to the announced academic calendar; this must be done within two semesters from the date of record cancelation.
- b. If more than two semesters have passed since the record cancelation, the matter is presented to the University Council to consider the student re-enrollment with her academic status before dropping out under the following conditions:

- The drop out was due to a compelling reason.
- The period of drop out does not exceed three semesters.
- The student has passed (50%) of the study plan units.
- The student cumulative GPA is not less than (2.00) out of (5.00).
- The student has not enrolled in another university during the drop out period or has been on academic or disciplinary dismissal.
- The approval from the college and department council (or equivalent) for the student's re-enrollment.

10. For a bachelor's degree student, record cancelation will be permanent if seven or more semesters have passed since the cancelation and a period of four or more semesters for diploma students.

Article Twenty:

A student on disciplinary dismissal from the University may not be re-enrolled until three years have elapsed since the issuance of the dismissal decision. The executive rules of this regulation specify its conditions and procedures.



The Executive Rules for Article (20) for Princess Nourah bint Abdulrahman University

A student who has been disciplinary dismissed may be re-registered after three years from the issuance of her dismissal decision with the same university ID and academic program, according to the following conditions:

1. The Approval from the college or institute for the student's re-enrollment based on the recommendation of the University's permanent student discipline committee.
2. The student must have completed 50% of the units required for graduation in the program.
3. The student's GPA must not be less than (3.00) out of (5.00).
4. The program study plan assigned for the student before her dismissal must be available and ongoing.
5. The student must apply for re-enrollment within a period not exceeding two semesters after three years have elapsed from the issuance of the dismissal decision.
6. The Approval for re-enrollment is conditional upon the student being able to complete the graduation requirements after re-enrollment within the allowed period by the system.

Article Twenty-One

A student who has withdrawn from the University may apply for re-enrollment with their previous ID and record for a reason accepted by the authority designated by the University Council. The executive rules of this regulation specify its conditions and procedures.



The Executive Rules for Article (21) for Princess Nourah bint Abdulrahman University

A withdrawn student from the University may be re-enrolled according to the following conditions:

- a. The student must not be under academic warning.
- b. The student must have studied for at least one semester at the University.
- c. The withdrawn student must submit an electronic request for re-enrollment according to the announced academic calendar; the submission must be within four semesters (or two semesters for diploma students (intermediate diploma)) from the withdrawal date.
- d. The withdrawn student may apply for re-enrollment with her previous ID and record according to the conditions stated in section (First) of the executive rules for Article (nineteen).
- e. The withdrawal semester is counted within the regular duration required for the student to complete graduation requirements.

Article Twenty-Two:

A student will be dismissed from the University in the following cases:

1. If the student receives three consecutive warnings for having a cumulative GPA below the graduation requirement, in accordance with Articles (forty-one) and (forty-two) of this regulation, and the University Council does not grant the student an additional opportunity to improve her cumulative GPA.
2. If the student fails to complete the graduation requirements within a period not exceeding half of the prescribed duration for graduation in addition to the program's duration.



The University Council may, in exceptional cases, address the situations of students who fall under the provisions of the previous two paragraphs in this article by granting them an exceptional opportunity not exceeding one academic year.

The Executive Rules for Article (22) for Princess Nourah bint Abdulrahman University

1. A student receives an academic warning, which is recorded in her academic record if:

1. The student cumulative GPA falls below (2.00) out of (5.00).
2. For students in colleges that apply the full academic year system: A student receives an academic warning if her cumulative GPA falls below (2.50) out of (5.00) in the following situations:
 - After recording the grades for at least half of the registered hours of that year.
 - After recording the grades for the rest of the registered courses at the end of the academic year.

2. A student is academically dismissed from the University in the following cases:

First Case: If the student receives three consecutive academic warnings for a cumulative GPA below the specified graduation requirement according to Articles (forty-one) and (forty-two) of this regulation. The student situation can be addressed as follows:



- a. The Deanship of Admission and Registration may offer the student a fourth chance in the semester following the third warning to raise her cumulative GPA by studying some courses to earn forty-eight points through studying twelve units.
- b. Taking into account what is mentioned in paragraph (a) above, the permanent committee for studying students' academic cases may grant the student a fifth chance based on a recommendation from the student's college council, according to the rules set by the University Council.

Second case: If the student does not complete the graduation requirements within a period not exceeding half the prescribed period for her graduation in addition to the program duration. The student situation can be addressed as follows:

- a. The college council may grant the student an exceptional opportunity to complete the graduation requirements, not exceeding one semester, if she has not completed the graduation requirements within a period not exceeding half the prescribed period for graduation in addition to the program duration.
- b. The University Council – or its delegate – may, in exceptional cases, address the situations of students to whom the previous paragraph (a) provisions apply by granting them an exceptional period not exceeding two semesters - except for health colleges - according to the rules set by the University Council.



For diploma students (intermediate diploma): A student is dismissed from the University in one of the following cases:

First case: If the student receives two consecutive academic warnings for a cumulative GPA below the specified requirement for graduation according to Articles (forty-one) and (forty-two) of this regulation. The student situation can be addressed as follows:

- a. The Deanship of Admission and Registration may offer the student a third chance in the semester following the second warning to raise her cumulative GPA by studying some courses and earning forty-eight points through studying twelve units.
- b. Taking into account what is mentioned in paragraph (a), the permanent committee for studying students' academic cases may grant the student a fourth chance based on a recommendation from the student's college council, according to the rules set by the University Council.

Second case: If the student does not complete the graduation requirements within a period not exceeding half the prescribed period for her graduation plus the duration of the program. The student situation can be addressed as follows:

- a. The college council may grant the student an exceptional opportunity to complete the graduation requirements, not exceeding one semester, if she has not completed the graduation requirements within a period not exceeding half the prescribed period for graduation in addition to the duration of the program.
- b. The University Council – or its delegate – may, in exceptional cases, address the situations of students to whom the previous paragraph (a) provisions apply by granting them an exceptional



period not exceeding one semester, according to the rules set by the University Council.

3. The summer semester is not included in calculating the exceptional opportunity.
4. Students in the colleges of Human Medicine and Dentistry are dismissed from the University if they receive two consecutive warnings (the cumulative GPA falls below 2.5).



Chapter Six

Transfer and Equivalence

Article Twenty-Three

A student's transfer from outside the University may be accepted according to the following regulations:

1. The student must have studied at a local university or college, a foreign university, college, or educational institution, provided that it is licensed by the competent authority in the country of study.
2. The student must not have been dismissed from the university from which she was transferred for disciplinary reasons.
3. Any other regulations set by the University Council.

The Executive Rules for Article (23) for Princess Nourah bint Abdulrahman University

Controls for transferring from outside the University

The transfer of a student from outside the University may be accepted according to the following regulations and procedures:

1. The application must be submitted within the period specified for external transfers in the academic calendar.
2. The student must comply with the transfer conditions, regulations, and procedures announced on the University website.
3. The student must have studied at a local university or college, a foreign university, college, or educational institution licensed by the relevant authority in the country of study.



4. The student must not be a drop out, a withdrawn, or a dismissed student from the university from which she is transferred.
5. If it is discovered after the transfer that the student is on disciplinary dismissal, her academic record will be canceled from the date of her transfer acceptance.
6. There must be compelling reasons that necessitate the student's transfer to Princess Nourah bint Abdulrahman University, with documentation to prove it.
7. The applicant must not have a previous record at Princess Nourah bint Abdulrahman University.
8. The student's cumulative GPA at the time of transfer must not be less than the limit announced in the transfer conditions at that time.
9. The student's transfer must be to the same major she enrolled in at the university from which she is transferred.
10. The student must have completed at least one academic year at the university from which she is transferred.
11. The student must complete at least (60%) of the graduation requirements at Princess Nourah bint Abdulrahman University.
12. The applicant must meet the admission criteria (or allocation criteria) for the program she wishes to transfer to that are announced in the same academic year of application.
13. Fulfill any other conditions set by the college council to which the student wishes to transfer and that are approved by the Deanship of Admission and Registration.
14. Dropping or postponing is not allowed in the semester in which the student's transfer was accepted.



15.A transferred student from outside the university is not allowed to request a transfer to another program.

Article Twenty-Four:

The college or institute council may equate one or more courses that the student has previously studied outside the university, based on the recommendation of the departments offering these courses, provided that their contents are similar or equivalent. The equated courses will be recorded in the student's academic record, and the University Council determines these regulations, including the possibility of counting the equated courses within the student's cumulative GPA in her academic record.

The Executive Rules for Article (24) for Princess Nourah bint Abdulrahman University

1. The Deanship of Admission and Registration elevates the applications meeting the transfer conditions to the relevant colleges for the completion of course equivalency.
2. The department chair in each college forms a committee to consider the course equivalency for transferred students, led by a faculty member from the department. The college dean appoints a faculty member as the head of the equivalency committees, whose task is to transfer equivalency cases to the relevant departments, monitor the equivalencies in the departments, and report the results of the equivalencies to the Deanship of Admission and Registration.
3. The head of the equivalency committees in the concerned college transfers the request and its attachments to the relevant departments for equivalency consideration according to the following criteria:



- a. The course units should not be less than the units of the course to be equated.
 - b. The content matches at least 75%.
 - c. The student's grade in the course should not be less than a high C+.
 - d. The data of the equated courses are recorded in the student's academic record, but their grades are not included in calculating the student's semester or cumulative GPA at Princess Nourah bint Abdulrahman University; courses that the student studied as a visitor before her transfer are treated according to Article (twenty-six) and its executive rules.
 - e. A grade of (EQ) is recorded in the student's academic record for the equated course from outside the university.
 - f. Courses that do not equate to any course in the transferred program can be counted as elective courses—if present in the approved study plan for the transferred major—provided that the grade is not less than a high C+.
 - g. The calculation of the transferred student's GPA at Princess Nourah bint Abdulrahman University starts from the first semester she studies there.
 - h. A maximum of 40% of the hours of the approved plan for the transferred major can be equated for the transferred student.
 - i. The student's failure in her university from which she is transferred is considered when calculating honors degrees.
4. A transferred student from another university is not entitled to request the equivalency of any course after her transfer to Princess Nourah bint Abdulrahman University.



5. The regular duration is counted for the student after accepting the equivalency of courses studied outside the University as follows:
 - a. Counting one semester within the period required to complete graduation requirements at the University for every fifteen equated units, and counting one academic year within the period for every thirty units for colleges that apply the full academic year system.
 - b. The calculation includes the student's eligibility for rewards, counting opportunities, and honor degrees.
6. Course descriptions passed by the student are equated as mentioned in the official academic record issued by the university from which the student is transferred. Courses grades studied at any other university will not be observed.
7. The college is committed to complete the equivalency procedures within two weeks from the date of receiving the equivalency request.

Article Twenty-Five

A student may be transferred from one college to another within the University, from one department to another within the college, and from one specialization to another within the department, according to the regulations approved by the University Council or its delegate.

The Executive Rules for Article (25) for Princess Nourah bint Abdulrahman University

A student may be transferred from one college to another within the University, from one department to another within the college, and



from one specialization to another within the department according to the following:

1. The University Council—or its delegate—approves the conditions and regulations for transferring from one college to another within the University, from one department to another within the college, and from one specialization to another within the department based on the recommendation of the college or institute councils.
2. The student must submit the transfer request within the period specified in the academic calendar.
3. The student must have completed at least one semester in the specialization she wishes to transfer from.
4. Transfer between the University's colleges is allowed only once during the student's study period at the University.
5. Transfer from one specialization to another within the college is allowed only once during the student's study period at the University.
6. The student is not eligible to request a transfer between the University's colleges if three semesters have passed during her study at the University, excluding postponement, withdrawal, and drop out semesters.
7. Diploma (intermediate diploma) students are not eligible to request a transfer if two semesters have passed during their study at the University, excluding postponement, withdrawal, and drop out semesters.
8. The student must meet the conditions of the specialization she wishes to transfer to, according to the conditions of each college.
9. A student may be transferred from the health track to the general track in the following cases:



- Failure to pass the foundation year program for health colleges within only four semesters from the date of the student's registration at the University, including drop semesters if any.
- The cumulative GPA falls below (3.00) out of (5.00).
- Failure to meet the minimum requirements announced for allocation at health colleges.
- If the student wishes to transfer from the health track to another non-health specialization.
- The conditions and regulations for transfer announced at that time will be applied.

10. There must be available seats in the program to which the student wishes to transfer, according to the capacity specified by the college.

Article Twenty-Six:

Courses studied and equated for a student who is transferred from one college to another within the University, from one department to another within the college, and from one specialization to another within the department, are recorded and counted in the academic record, according to the regulations set by the University Council.

The Executive Rules for Article (26) for Princess Nourah bint Abdulrahman University

Course Equivalency for Students Transferred Within the University

1. The student is fully responsible for completing the graduation requirements according to the plan she registered for in the specialization she has transferred to.



2. Courses that the student studied in her previous specialization and match courses in the new specialization are automatically equated when they have the same code, name, and number of hours.
3. Additional courses that differ in name are equated as approved by the University's Vice Rectorate for Academic Affairs.
4. A portion of the hours not equated in the new specialization is counted as free elective hours, equal to the number of free elective hours according to the study plan of the program the student has transferred to.
5. All courses that the student has previously studied at the University, including the grade obtained in each course, are recorded and counted in the academic record of a student transferred from one college to another within the University, from one department to another within the college, and from one specialization to another within the department. All courses taken in the University are calculated in the student's semester and cumulative GPA.
6. All additional hours that the student studied - and were not equated for her - are included in her cumulative GPA and counted towards the earned hours.
7. Courses failed before the transfer are considered when calculating honors degrees.
8. The regular duration for the student is counted since her enrollment at the University.



Article Twenty-Seven:

The University Council sets the conditions and regulations for exempting a student from studying a course or a set of courses, up to a maximum of 25% of the total units of the study plan. An exemption grade (E) is recorded for the student.

The Executive Rules for Article (27) for Princess Nourah bint Abdulrahman University:

1. The college council may propose to the Standing Committee for Curricula and Programs the courses from which students can be exempted, specifying the appropriate evaluation mechanism for these courses.
2. A student may be exempted from studying a course in the following cases:
 - If the student has achieved a professional certification equivalent to the exempted course as determined by the college council.
 - Passing a recognized standard test with the minimum score required by the college or institute.
3. The period for passing the equivalent to the exempted course should not be more than two years. The Standing Committee for Curricula and Programs may make exceptions to this rule based on recommendations from the department and college or institute councils.
4. The student must submit an exemption request and its justifications to the college or institute before the beginning of the semester, in accordance with the announced procedures.



5. The college or institute decides on the exemption according to the previous regulations and informs the Deanship of Admission and Registration before the end of the first week of the semester.
6. Fulfill any other conditions set by the University Council.



Chapter Seven: Visiting Students and Student Exchange

Article Twenty-Eight:

A student may, after obtaining approval from her college, study one or more courses at another university within or outside the Kingdom, or at a branch of the university to which she belongs without transferring. The study must be concurrent with the student's studies at her university or as a visiting student. The courses studied will be equated and recorded in the student's academic record. The University Council determines these regulations, including the possibility of counting them in the student's cumulative GPA and academic record.

The Executive Rules for Article (28) for Princess Nourah bint Abdulrahman University:

First: A student from Princess Nourah bint Abdulrahman University wishing to study as a visiting student at another university:

The student is treated according to the following regulations:

1. The study must be at a local university or college, or at a foreign university or college, provided that it is recommended on the list of the Ministry of Education.
2. The student must obtain prior approval from the Deanship of Admission and Registration based on the approval of the student's college to allow her to study as a visiting student at another university, specifying the courses she will study based on the decision of the relevant department according to the mechanism approved by the Deanship of Admission and Registration.



3. The rules for equating courses from outside the university, as mentioned in the executive rules for Article (24) shall apply.
4. The student is directed to study with an official letter from the Deanship of Admission and Registration.
5. The student must have studied at the University for at least two semesters before requesting to study as a visiting student at another university.
6. The maximum number of semesters allowed for the student to study as a visiting student outside Princess Nourah bint Abdulrahman University is two semesters.
7. The student must not be academically warned.
8. The maximum total of credit hours that can be counted from outside the university is (25%) of the total graduation units at Princess Nourah bint Abdulrahman University.
9. The student must provide the Deanship of Admission and Registration with her results obtained during the starting week of study in the first semester following her study period as a visiting student. If the student does not provide her results, she will be considered a drop out student from that semester and treated according to Article (19), excluding the summer semester.
10. Princess Nourah bint Abdulrahman University disburses the monthly reward to the visiting student if she is entitled to it, after presenting her results to the Deanship of Admission and Registration.
11. The grades of the courses studied by the student during the visit are not included in her cumulative GPA at Princess Nourah bint Abdulrahman University.



12. The grades of the courses for the visiting student are recorded as follows:

- a. Pass without grade (NP) if the student obtains a grade of at least (C+).
- b. Fail without grade (NF) if the student obtains a grade between 60 and less than 75.
- c. Fail (F) if the student obtains a grade of less than 60, and she is denied honor ranking.

Second: A student from another university wishing to study as a visiting student at Princess Nourah bint Abdulrahman University:

The student is treated according to the following regulations:

1. The student must apply to study as a visiting student at Princess Nourah bint Abdulrahman University within the period specified in the academic calendar and according to the mechanism determined by the Deanship of Admission and Registration.
2. The student must not be academically warned at her university.
3. The student must be a regular and has studied at her university for at least two semesters before requesting to study as a visiting student at Princess Nourah bint Abdulrahman University.
4. The student must obtain prior approval from the Deanship of Admission and Registration at her university to study as a visiting student at Princess Nourah bint Abdulrahman University, specifying the courses she will study at the University.
5. The maximum number of semesters allowed for the student to study as a visiting student at Princess Nourah bint Abdulrahman University is two semesters; the Dean of Admission and Registration at Princess Nourah bint Abdulrahman University may exempt from this.



6. The visiting student is not entitled to request accommodation at the University.
7. A monthly reward is not disbursed to the visiting student from outside the University.
8. The courses are registered for the student by the Deanship of Admission and Registration, taking into account all course registration rules.
9. The visiting student's name is included in the students' list, indicating that she is a visiting student.
10. The visiting student is not issued an official academic record unless after completing the clearance procedures from Princess Nourah bint Abdulrahman University.
11. The application for visiting from outside the university is available every semester except the summer semester.



Chapter Eight

Examinations

Article Twenty-Nine:

1. The University Council, based on the recommendation of the faculty or institute council and the proposal of the department council to which the course belongs, shall determine the mechanism for calculating the course work grade, the final exam, and the evaluation method according to the nature of the course.
2. The final exam for the course is held once, and the University Council may, based on the recommendation of the college council and the proposal of the department council, make exceptions to this according to the nature of the course.

The Executive Rules for Article (29) of Princess Nourah bint Abdulrahman University:

1. The course description in the study plan for each program determines the grades allocated for the course work; this includes practical exams, oral exams, research, or other types of classroom activities, or all of them, or some of them, and the final exam grade, provided that the course work grade is not less than (50%) and does not exceed (60%) of the final grade, with the exception of courses of a practical, applied, or field nature according to what the college council recommends to the permanent committee for plans and curricula.
2. The course work grade and the final exam grade for the course are calculated according to the course description approved in the study program.



3. The duration of the final exam for all University courses is set at two hours, and the college council may, based on the recommendation of the department to which the course belongs, modify the duration of the exam for some courses in coordination with the Deanship of Admission and Registration, provided that it is not less than one hour and does not exceed three hours.
4. The college council may, based on the recommendation of the department council to which the course belongs, include practical or oral exams in the final exam for any course, and determine the grades allocated for them from the final exam grades.
5. Seminar, research, or project courses, and courses of a practical or field nature may be exempted from the final exam and from the provisions of the previous paragraphs, by a decision of the University Council – or whoever it delegates – based on the recommendation of the department council responsible for teaching the course. The college council determines the mechanism for assessing student achievement in these courses.
6. The course instructor is obliged to follow the approved course description according to the model of the Education and Training Evaluation Commission, and what is stated in teaching strategies and methods of evaluating course learning outcomes.
7. The course instructor is obliged to announce the distribution of course work grades and the evaluation method for the course at the beginning of each semester as stated in the course description.
8. The course instructor is obliged to announce the results of the semester exams within two weeks after the exam is held at the latest.



9. Students have the right to review their exam papers for course work and compare them with the model answer to benefit from it.
10. Students have the right to object to their grades in the semester or periodic exams within a week of viewing the grade and submit their objection to the course instructor. If they are not convinced by the response of the course instructor, they can submit the objection to the department head (or the college vice-dean if the department head is the course instructor) for consideration in re-evaluating their grade. The decision of the department head (or the college vice-dean if the department head is the course instructor) in this matter is final.
11. The course instructor retains everything related to evaluating the student in the course work for an academic year.

Article Thirty:

The college or institute council is responsible for organizing the final examinations, ensuring the smooth operation of the educational process, provided that the final exam grade and the final grade are recorded within a period specified by the executive rules of this regulation.

The Executive Rules for Article (30) of Princess Nourah bint Abdulrahman University:

1. Final exams are held during the period specified according to the academic calendar for approved academic procedures.
2. Confidentiality is applied in all final exam procedures.



3. The college is committed to holding final exams on the dates specified during the registration period for each course.
4. A committee is formed to supervise the final exams at the college level, chaired by the dean of the college.
5. The course instructor (or course coordinator in collaboration with all members involved in teaching the course) prepares the exam questions, and, if necessary, based on the department head's suggestion, the college council may choose someone else to do so.
6. The course instructor (or course coordinator) prepares model answer templates for the final exam and the alternative exam, and submits a copy of them along with the exam questions to the department head well before the final exam date, and, if necessary, based on the department head's suggestion, the college council may choose someone else to do so.
7. The course instructor is required to be present during the examination of the course they teach.
8. The course instructor grades the final exam papers for her course, and the department head (if needed) may involve one or more specialists in the grading. The college council may assign grading to someone else if necessary.
9. The person who grades the final exam or the one appointed by the department head records and approves the students' grades, which are then authenticated by the department head and announced to the students within a period not exceeding (72) hours from the time of the final exam.
10. Students are not allowed to enter the final exam after half an hour from its start.



11. Students are not allowed to leave the exam before half an hour from its start.
12. A student may not be examined in more than two courses on the same day, and the University Council may make exceptions to this.
13. The department and college councils review statistical reports of all student results to discuss them and formulate necessary recommendations.
14. In cases of necessity, the college council teaching the course may approve the regrading of answer sheets within a period not exceeding the start of the following semester.
15. Cheating in the exam, attempting to cheat, or violating the instructions and rules of conducting the exam are matters for which a student is punished according to the rules of conduct and student discipline at Princess Nourah bint Abdulrahman University.
16. Subject to what is stated in Article (Twenty-Nine) and Article (Thirty) and their executive rules, the college council may set other controls to ensure the smooth conduct of the final exams.

Article Thirty-One:

A student who is absent from the final exam will receive a zero in the course exam she is absent from, and her grade in that course will be calculated based on the course work grades she has obtained.

The Executive Rules for Article (31) of Princess Nourah bint Abdulrahman University:



If the final exam for a course includes practical, oral, or written tests, and a student is absent from any of these exams, her grade for that exam will be zero. The final exam grade will be calculated based on the grades obtained in the exams she attended, plus the course work grades she has obtained.

Article Thirty-Two:

If a student cannot take the final exam and has a valid reason, the student's college or institute may accept her excuse and allow her to take an alternative exam. The exam should be no later than the end of the next academic level, semester, or academic year for colleges or institutes that operate on a full academic year system. The student's grade in the alternative exam will be recorded, or a failing grade (E) or (F) will be assigned if she does not take the alternative exam.

The Executive Rules for Article (32) of Princess Nourah bint Abdulrahman University:

1. A student who is absent from the final exam must submit her excuse to the course instructor or the department head responsible for the course within a period not exceeding one week from the date of the exam she was absent from.
2. The excuses of absent students from the final exam are presented to the department council to which the course belongs and the college council, to allow them to take the make-up exam.
3. The excuses allowed for being absent from the final exam include:
 - First-degree death.
 - Childbirth and bleeding or similar conditions.
 - Hospitalization.



- Accompanying a hospitalized (father, mother, spouse, child) in case there is no alternative.
 - Chemotherapy appointment or kidney dialysis appointment.
 - Fainting, coma, or epileptic seizures on the day of the exam.
 - Traffic accidents resulting in serious injuries or house fires on the day of the exam.
 - Certified medical excuses or compelling reasons that the college council finds convincing.
4. The make-up exam for the course(s) the student was absent from is held within a period not exceeding the end of the following semester, and the grade of the make-up exam is recorded for her. She is given the grade she obtained after taking the make-up exam. If the semester passes without her taking the make-up exam, a failing grade (E or F) is recorded and counted in the semester and cumulative GPA.
5. In case the course instructor is unavailable, the department head to which the course belongs appoints another instructor to correct the make-up exam.

Article Thirty-Three:

The department council, upon the recommendation of the course instructor, may allow a student to complete the requirements of any course in the next academic level, semester, or academic year for colleges or institutes that adopt the full academic year system. An incomplete grade (I) or (IC) is recorded in the student's academic record, which is not counted in the semester or cumulative GPA until the requirements for that course are completed. If the specified period



elapses without the incomplete grade (I) or (IC) being changed in the student's record due to non-completion, it is replaced with a failing grade (E) or (F) and is counted in the semester and cumulative GPA.

The Executive Rules for Article (33) of Princess Nourah bint Abdulrahman University:

1. Article Thirty-Three of the study and exams regulation does not apply to those who were absent from the final exam and whose grade is calculated based on the total yearly work.
2. The college council of the course, based on the recommendation of the department council and the course instructor, may allow a student to extend the period for completing the requirements of that course in the next semester only if the student submits an excuse accepted by the department council. An incomplete grade (I) or (IC) is recorded, which is not counted in the semester or cumulative GPA, and the student is awarded the grade obtained after completing the course requirements.
3. A student is not allowed to re-register for a course in which she has received an incomplete grade (IC).
4. If one semester passes without changing the incomplete grade (I) or (IC) in the student's record due to non-completion of course requirements, and if the student has not dropped or postponed that semester, the incomplete grade is replaced with a failing grade (E) or (F) and counted in the semester and cumulative GPA.
5. In case the course instructor is unavailable, the department head responsible for the course will appoint another instructor to oversee the student's completion of the course requirements for which she has an incomplete grade (IC).



Article Thirty-Four:

If the study of research-based courses requires more than one semester, a continuing grade (M) or (IP) is recorded for the student. Once the student completes the study of the course, they are awarded the grade they have earned. If the course is not completed within the designated time, the department council responsible for teaching it may agree to record an incomplete grade (I) or (IC) in the student's record.

The Executive Rules for Article (34) of Princess Nourah bint Abdulrahman University:

If the study of research-based courses requires more than one semester, a continuous grade (M) or (IP) is recorded for the student. After completing the study of the course, the student is awarded the grade obtained in that semester. If the course is not completed within the specified time, the department council responsible for teaching it may approve recording an incomplete grade (I) or (IC) in the student's record, and this situation is treated in accordance with the provisions of Article (Thirty-Three) of this regulation and its executive rules.

Article Thirty-Five:

The University Council, based on the recommendation of the college or institute council that adopts the full academic year system, may specify the number of course units in which a student can take a final exam (second chance) in the course she has failed.

The Executive Rules for Article (35) of Princess Nourah bint Abdulrahman University:

1. The final exam for each course is held upon completion of its requirements during the academic year, and the course grade is recorded in the student's academic record.



2. If a student fails one or two courses during the academic year, a failing grade (E) is recorded for the course(s), and the student has the right to take a second attempt exam out of (100) points, treated as follows:
 - a. If the student scores (60) or more in the second attempt exam, a grade (D2) (pass in the second attempt with an acceptable grade) is recorded instead of the previous failing grade (E).
 - b. If the student scores less than (60) in the second attempt exam in one of the two courses, the grade (E) remains, and the student must register for the course again along with the courses for the next year.
 - c. If the student scores less than (60) in the second attempt exam in both courses, the grade (E) remains, and she cannot register for the next year's courses, but has the right to re-register and study the failed courses again the following year.
 - d. The second attempt exam does not include clinical failure courses that exceed (6) hours.
3. If a student fails three or more courses during the academic year, she is not eligible to take the second attempt exams and cannot register for next year's courses. The student has the right to re-register and study only the courses she failed.
4. If a student studies and fails the same course twice, she cannot register for that course a third time except with an exception from the college council.
5. The college council or its delegate determines the courses in which a second attempt exam is available based on the nature of those courses.



6. A student who fails must retake the courses without a second attempt exam option, and the college council or its delegate may allow her to study one or more courses from the next year.

Article Thirty-Six:

A student is allowed to appeal a final course grade within a period not exceeding fifteen days from the date the grade is officially endorsed. The executive rules of this regulation outline the mechanism and procedures for a student to appeal against the final grade of a course.

The Executive Rules for Article (36) of Princess Nourah bint Abdulrahman University:

1. A student may appeal a final course grade within a period not exceeding fifteen days from the date of the result announcement by submitting a request to the department responsible for teaching the course.
2. A student may request a re-evaluation of her final exam answer sheets, following these procedures:
 - a. The student must submit a request for re-evaluation to the department head of the respective course within fifteen days from the date the result is announced.
 - b. The department council responsible for the course forms a committee of three faculty members to review the student's request. The committee's decision is final and must be issued no later than the second week of the semester following the announcement.
 - c. The college or institute responsible for teaching the course must inform the Deanship of Admission and Registration of



the amendment result by the end of the second week of the next semester at the latest.

- d. The grade approved by the committee is recorded, and the student may not object further.
- e. A student may not request a re-evaluation for more than two courses in a single semester.



Chapter Nine

Grading System

Article Thirty-Seven:

The general grade for the cumulative GPA at the time of a student's graduation is based on their cumulative GPA as follows:

1. (Excellent): If the cumulative GPA is not less than 4.50 out of 5.00 or 3.50 out of 4.00.
2. (Very Good): If the cumulative GPA is 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 cumulative GPA is 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. (Acceptable): If the cumulative GPA is 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.

The Executive Rule for Article (37) of Princess Nourah bint Abdulrahman University:

The overall estimate of the cumulative average is calculated at the graduation of the student at Princess Nora Bint Abdul Rahman University from $(0, \dots)$

Article Thirty-Eight

The grades obtained by the student in each course are calculated according to Annex (1) of this regulation.

The Executive Rule of Article (38) for Princess Nourah bint Abdulrahman University:



- The weight of the grades obtained by the student in each course is calculated out of (5.00).
- The study plan specifies the necessary regulations for courses whose grades are not included in the calculation of the student's semester and cumulative GPA, and they are marked with a grade of (ND, NP) or (NF).

Article Thirty-Nine

Honor Roll Criteria:

1. The first-class honors are awarded to the student who achieves a cumulative GPA of (4.75) to (5.00) out of (5.00) or from (3.75) to (4.00) out of (4.00) upon graduation. The second-class honors are awarded to the student who achieves a cumulative GPA of (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.
2. The following conditions are required to be eligible for the first- or second-class honors:
 - a. The student must not have failed any course studied at the University or any other university, including as a visiting or a transferred student to the University.
 - b. The student must have completed the graduation requirements within a maximum duration, which is the average between the minimum and maximum duration of stay in their college or institute.
 - c. The student must have completed at least (60%) of the graduation requirements at the university from which they will graduate.



The Executive Rules for Article (39) of Princess Nourah bint Abdulrahman University:

1. Princess Nourah bint Abdulrahman University awards the student at graduation with honors as follows: a. First Class Honors for those who achieve a cumulative GPA of not less than (4.75) out of (5.00). b. Second Class Honors for those who achieve a cumulative GPA of (4.25) to less than (4.75) out of (5.00).
2. The following conditions are required to be eligible for either the First- or Second-Class Honors:
 - a. The student must not have failed and received a grade of (F) or (NF) in any course taken at the University or any other university.
 - b. The student must not have exceeded the regular duration to complete graduation requirements.
 - c. The student must have completed at least (60%) of the graduation requirements at Princess Nourah bint Abdulrahman University.
 - d. The student must not have been expelled from the University for disciplinary reasons.

Article Forty:

The University Council may propose a different grading system after obtaining the approval of the University Affairs Council.



Chapter Ten

The Graduate and Learning Outcomes

Article Forty-One:

A student graduates after successfully completing the graduation requirements according to the academic system and study plan approved by the University Council, provided that their cumulative GPA is not less than the average specified by the University Council for each major, and in all cases, it should not be less than a "Pass" grade.

Article Forty-Two

The College Council may, based on a recommendation from the competent Department Council, determine suitable courses for the student to study to improve their cumulative GPA, in case of passing the course studies and failing to meet the GPA requirement.

The Executive Rules for Articles (41 and 42) of Princess Nourah bint Abdulrahman University:

1. A student graduates after successfully completing the graduation requirements according to the study plan, provided that her cumulative GPA is not less than (2.00) out of (5.00) in all colleges except for the Colleges of Medicine and Dentistry, where the GPA must not be less than (2.5) out of (5.00).
2. In case a student passes all the courses, but her cumulative GPA is below the minimum required for graduation, the College Council may, based on a recommendation from the competent Department Council, determine suitable courses for the student to take at the University to raise her cumulative GPA.
3. Graduation day is the last day of the final exams in the graduation semester according to the academic calendar for academic



procedures. A student whose result has changed due to re-correcting or result amendment will graduate on the same date.

4. Each graduate is awarded a graduation document in both Arabic and English stating her full name, civil registration number or residency/passport number for non-Saudis, university number, college, degree, major, cumulative GPA, overall grade at graduation, enrollment status, graduation date, and the academic program code as per the Saudi Standard Classification of Educational Levels and Specializations, and honor status (if any). The document is certified by the Dean of Admission and Registration and stamped by the Dean's Office of Admission and Registration.
5. The last academic semester in the student's record is considered the graduation semester.
6. The Dean's Office of Admission and Registration reviews all academic records of students to ensure that the student has passed all graduation requirements.
7. In case of loss or damage to the graduation document, a replacement document can be issued according to the procedures set by the Dean's Office of Admission and Registration, and the phrase (replacement for lost) or (replacement for damage) is included on every document issued in place of the lost or damaged document.

Article Forty-Three

The University is committed to implementing practices that ensure the quality of the teaching and learning process.

The Executive Rules for Article (43) of Princess Nourah bint Abdulrahman University:



1. The colleges are committed to an annual review of the state of the academic process and the student's performance in each study program based on data and academic performance indicators that ensure the quality of the teaching and learning process.
2. The colleges are committed to developing and implementing quality plans and initiatives that ensure the improvement of the teaching and learning process for their members.
3. The colleges strive to obtain programmatic accreditation in light of the accreditation standards issued by the National Center for Assessment and Academic Accreditation, or other bodies recommended by the center.
4. The competent authority for development and quality affairs in the University is responsible for monitoring the educational process and its quality and prepares annual reports with statistics that are used in making decisions related to the quality of academic programs and their continuity.
5. The colleges are committed to providing academic support to gifted students, those who are struggling, or others according to their needs, in cooperation with the relevant entities within the University to elevate the academic level of the college students.

Article Forty-Four:

The University strives to enhance the efficiency and skills of students before graduation, ensuring their excellence and competitiveness in the job market.

The Executive Rules for Article (44) of Princess Nourah bint Abdulrahman University:

1. Taking into consideration the standards for university graduates and learning outcomes issued by relevant entities, the University



Council adopts the characteristics of graduates at Princess Nourah bint Abdulrahman University.

2. Colleges and academic programs work on incorporating practical and field training into their study plans and establishing partnerships with training entities to provide the necessary training for students.
3. Colleges adopt professional certifications through their academic programs to ensure the efficiency of students before graduation and to enhance their competitiveness in the job market.
4. The Dean's Office of Student Affairs, in coordination with related entities, organizes non-curricular courses and activities that offer professional or vocational certifications, contributing to the distinction of students before graduation, enhancing their efficiency, and competitiveness in the job market.
5. The skill record of the University students is adopted to raise their efficiency and distinguish them in the job market competition. The skill record includes all non-curricular activities such as training courses, community participation, and other activities that the student has participated in during her studies at the University, supervised by the Dean's Office of Student Affairs.



Annex (1)

"The grades obtained by the student in each course are calculated as follows:"

Grade Weight (from 4)	Grade Weight (from 5)	Symbol (Arabic)	Symbol (English)	Grade (Arabic)	Grade (English)	Percentage Range
4.00	5.00	أ+	A+	ممتاز مرتفع	Exceptional	95 – 100
3.75	4.75	أ	A	ممتاز	Excellent	90 to <95
3.50	4.50	ب+	B+	جيد جداً مرتفع	Superior	85 to <90
3.00	4.00	ب	B	جيد جداً	Very Good	80 to <85
2.50	3.50	ج+	C+	جيد مرتفع	Above Average	75 to <80
2.00	3.00	ج	C	جيد	Good	70 to <75
1.50	2.50	د+	D+	مقبول مرتفع	High Pass	65 to <70
1.00	2.00	د	D	مقبول	Pass	60 to <65
0.00	1.00	هـ	F	راسب	Fail	<60
-	-	م	IP	مستمر	In-Progress	-
-	-	ل	IC	غير مكتمل	In-Complete	-
0.00	1.00	ح	DN	محروم	Denial	-
-	-	ند	NP	ناجح دون درجة	NoGrade-Pass	60 and above
-	-	هد	NF	راسب دون درجة	NoGrade-Fail	<60
-	-	ع	W	منسحب بعذر	Withdrawn	-
-	-	عف	E	معفى	Exemption	-
1	2	د٢	D2	نجاح في الدور الثاني	Pass Reset	60
-	-	مع	EQ	معادلة مقرر من خارج الجامعة	Equivalent	-



"Annex (2)

Example of calculating the semester and cumulative GPA

First semester:"

Points	Grade Weight	Grade Symbol	Percentage	Units	Course
9.00	4.50	B+	85	2	General 020
9.00	3.00	C	70	3	High 206
14.25	4.75	A	92	3	Phys 101
16.00	4.00	B	80	4	High 111
48.25				12	Total

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

Second Semester:"

Points	Grade Weight	Grade Symbol	Percentage	Units	Course
10	5.00	A+	96	2	General 030
12	4.00	B	83	3	High 207
12	3.00	C	71	4	Nal 111
12	4.00	B	81	3	Tal 221
46				12	Total

$$\text{Second Semester GPA} = \frac{\text{Total Points (46)}}{\text{Total Units (12)}} = 3.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Points (48.25+ 46)}}{\text{Total Units (12+12)}} = 3.93$$

