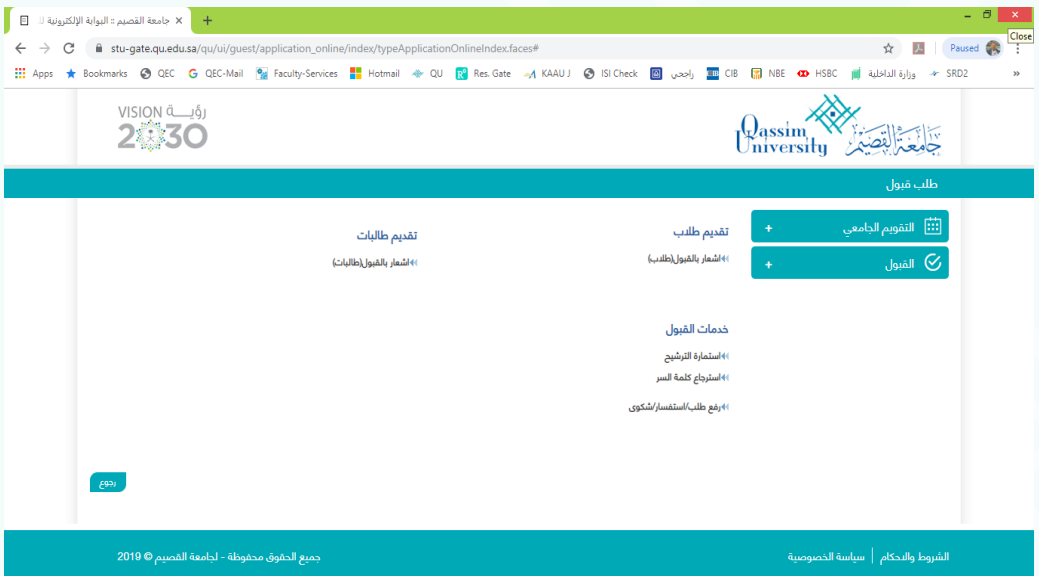


Policy of Admission, Registration, Study and Tests of Students

**Prepared by
Deanship of Development and Quality
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Conditions and Rules of Admission and Registration in the University

The university Council articulates the rules and conditions of admission in the colleges according to the recommendations of the colleges' councils. Also, the University Council approves every year the number of the students going to be admitted to each college and each department. The admission and registration Deanship announce the admitted students on its site.



Screen of the accepted students in the different colleges

Academic System and Exams

University concepts and Terminologies

1. Semester:

A period of at least fifteen weeks taught over the period of the courses

2. Summer Semester:

A period of time not exceeding eight weeks, during which time shall be doubled for each course.

3. Level:

The number of levels required for graduation is eight (after the preparatory year for some courses).

4. Course Curriculum:

A subject that follows a specific level within the approved study plan at the College in each discipline.

5. Credit Hours:

Unit (credit hour) means a weekly theoretical lecture of not less than fifty minutes, or a practical or field lesson of not less than one hundred minutes.

6. Academic Warning:

The notice given to the student due to his cumulative GPA below 2 out of 5.

7. Quarterly Semester Degree:

The degree awarded for the work that shows the student's achievement during a semester for his tests, research, reports and educational activities.

8. The final Exam:

A test based on the course material which is held once at the end of the semester.

9. Final Exam score:

The grade that the student receives in each course for his performance on the final exam.

Policy of Admission and Deanship of Admission and Registration

The Deanship of Admission and Registration follows a policy aimed at facilitating and easing admission and registration procedures at Qassim University. The Deanship has developed admission and registration procedures through electronic platforms available to students on the University's website. To enable students to follow up on their status through their electronic account. You can refer to the Academic Student Guide via the web on the Deanship of Admission and Registration for the online platform procedures. You can also refer to the list of study and tests for undergraduate prepared by the Ministry of Higher Education, which is also available on the Deanship's website for the regulations governing all academic processes.

The Deanship is committed to publicize the admission policies approved by the University council. It also considers the academic programs' recommendations, facilities, equipment, teaching staff student ratios, etc. in determining the number of students admitted.

In general, a student who apply to QU should be admitted given the following:

1. He/she has completed the national secondary school successfully (or its equivalent internationally). (in the last 3 years)
2. He/she has a certificate of conduct and good behaviour.
3. Passing all exams required by QU.
4. Physically and medically fit to study.
5. He/she has met all QU Council's requirement during the admission phase.
6. He/she must have never been suspended by another university for any reason.
7. He/she must have not completed a bachelor degree, unless excepted by the QU's council.

Study and Exams Regulations

1. Study System:

- a. The study system at the university is based on levels.
- b. The study consists of eight levels.
- c. The duration of the study level shall be one semester.
- d. The academic year shall be divided into two semesters. There may be a summer semester in which its duration is calculated at half of the term.

2. Study Load:

The academic load is the sum of the academic hours of the courses recorded by the student in the semester and is determined according to the following rules:

a. Minimum Load:

The minimum academic load is 12 credit hours in the classroom and one hour in the summer semester.

b. Maximum Load:

The maximum academic load is 20 credits per semester and 10 credits per summer semester taking into account the following:

Prospective students may not exceed their academic load for more than 14 hours.

A student with an acceptable grade may not have more than 16 hours of work.

A graduate student is allowed to exceed the maximum limit by no more than three credit hours.

3. Registration:

Students are allowed to register or delete courses they wish to study according to the following system:

- Students can add courses they wish to study one week before the beginning of the semester and maximum till the end of the first week.
- Students can drop courses they do not want to study up to the end of the second week of the beginning of the semester.
- The registered hours must not exceed the maximum study load and not less than the minimum.
- Registration of courses is done after consultation with the academic advisor. The student is responsible for any deficiencies or errors that occur as a result of his ignorance of the instructions.
- If the student does not register in any course during the regular registration period, he/she will be considered forfeited from studying.
- In case of automatic enrollment, the student must approve his schedule through his profile in the university computer system.
- The student is considered to be suspended from the study. If he did not approve his schedule during the period of dropping/adding courses until the end of the second week of the beginning of the semester.

4. Postpone the Study

The student may, before attending his academic level, apply for postponement of the study for an excuse accepted by the College Council. This happens providing that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the University. The period of postponement will not be counted within the period required to complete the graduation requirements.

5. Regularity and Prevention of Study

- A regular student must attend lectures and practical lessons, and he/she is forbidden to enter the final exam if the attendance rate is less than (75%) of the lectures and practical lessons specified for each course during the semester. A student who has been deprived of taking the exam due to absence is considered that he failed the course.
- A student who is absent from the final exam shall have a grade of zero in that test. In that regard, his total mark is calculated on the basis of the quarterly grades obtained.
- If the student is unable to attend the final exam for any of the courses based on a compulsory excuse, the College Board may accept his excuse in case of extreme necessity, and allow him to be given an alternative test provided that the student submits his excuse on his test absence from the time of the excuse until the end of the second week of the end of the tests. The student is given the grade he/she receives after taking the alternative test.

6. Withdrawal From a Course

Upon the approval of the Dean or his authorized representative, the student may withdraw with an excuse from a decision in the semester within eight weeks of commencement of the study and four weeks for the summer semester provided that the study load is not less than the minimum.

7. Dropping a Semester

- The student may apologize for continuing to study a semester without being considered a failure if he submits an acceptable excuse to the College Board. , From the beginning of the semester until at least three weeks before the start of the final exams, and this chapter is calculated from the time required to complete the graduation requirements.
- If the apologized or deferred student returns to resume his studies on time, he shall apply to the Dean of Admission and Registration for a decision.
- The semesters dropped should not exceed two semesters during the student's university study otherwise the student's enrollment will be canceled.

8. Academic Warnings

The student gets the first academic warning if his cumulative GPA is below the minimum of (2.00) from (5.00). If the student receives three consecutive academic warnings because his cumulative average is below the minimum, he will be suspended academically.

9. Suspended Student

- If a regular student drops out of the study without an acceptable excuse for a semester without requesting a postponement to be entered from the university. The University Council may suspend the student if he interrupts his studies for less than that as well.
- If the student has not resumed his study in the specified time, or the Dean of Admission and Registration did not issue a decision to enroll him.
- The student enrollment is cancelled for those students who didn't register, if he did not address his academic status before the end of the seventh week of study.

10. Reenrollment

The applicant can apply for re-enrolling to the Dean of Admission and Registration with his ID number and his record that he had before his absence according to the following controls:

- a. To apply for re-enrolment to the Dean of Admission and Registration within four semesters from the date of registration.
- b. The College Board and the relevant authorities must approve the re-enrollment of the student.
- c. If the student has been enrolled for four semesters or more, he/she can apply to the University as a new student without reference to his/her previous record provided that all the admission requirements stated in time are met.
- d. Re-enrollment of the student is not allowed more than once.
- e. Re-enrollment of the student who has been cancelled his enrolment shall not be registered if he is dismissed academically.
- f. The student shall not be re-enrolled in the semester which he has entered.
- g. A student who has been dismissed from the university for educational or disciplinary reasons or who has been dismissed from another university for disciplinary reasons may not be re-enrolled.

11. Dismissal from the University

The student shall be dismissed from the university in the following cases:

1. If he receives three consecutive alarms for his cumulative GPA being below (2.0 out of 5).
2. If he does not complete the graduation requirements within a maximum period of half of the period prescribed for graduation in addition to the duration of the program.
3. If the student does not complete the graduation requirements within a maximum of eight semesters, the College Board may give an exceptional opportunity.
4. If it becomes apparent that the student is not serious about his failure to do so, the College Council may terminate his registration.

12. Graduation

The student graduates after the completion of the requirements of success according to the study plan provided that the cumulative average is not less than acceptable (rate 2).

13. Deprivation of Reward

The student shall be deprived of the reward in the following cases:

1. In case the student's GPA is less than (2) for non-scholarship students.
2. If requested to postpone the study.
3. If the statutory period of study expires for non-scholarship students.
4. If he withdraws or is dismissed from the university.
5. If working in an official job.

14. Student Offenses that Deserve Discipline

- Any statement or act that affects honor and dignity or violates good conduct, conduct and integrity in religion and ethics inside and outside the university.
- The masterminded refraining from attending lectures, lessons, or other work at the college.
- Any cheating in the test, attempts to cheat, planning to cheat, or carrying material related to cheating even if not used.

- Misuse of college premises and accessories.
- Any organization formed within the college without a previous license from the competent authorities in the university.
- Any breach to the testing system, or to its required environment by causing noise and a like stuff.
- Issuing or distributing brochures or collecting funds or signatures before obtaining a license from the competent authorities in the university.
- A student taking a test in place of others or others taking a test in place of himself whether inside or outside the college.
- Smoking inside the university or not maintaining hygiene.
- Not sticking with decency in dealing with colleagues, employees, faculty, or workers of companies operating within the university or encroaching on them by word or deed.

15. Disciplinary Penalties for Students

- A written notice.
- An alarm.
- Depriving the student from enjoying some or all of the university benefits of the students.
- Denial of enrollment in one or more courses for one or more semesters.
- Cancellation of the student registration for a semester and his failure in the courses recorded.
- Cancellation of the student's test in one or more courses and failure in the course or courses that have been canceled.
- Depriving the student from taking the exam in one or more courses.
- Suspension from the University for one semester or more.
- Permeant suspension from the university.

In all cases, the student shall bear the cost of the damage, plus the cost of repair or installation and the consequences thereof. It is not allowed that the student argues that he was not aware of the University's regulations and loyalty and the instructions it issues.

16. Transferring from University

First: From University to University:

A student from outside the University may be admitted according to the following rules:

1. The student must have studied at a college or university recognized by the Ministry of Higher Education for at least one semester.
2. The student should not be considered with a failing GPA.
3. The student should not to have been dismissed from the university transferred from for any disciplinary or academic reasons.
4. The transfer shall not be from a scientific degree to a higher degree.
5. The number of units required for transferring a student to study at Qassim University should not be less than 60% of the number of units required to obtain a Bachelor degree from the University.
6. The student can equivalize 40% of the credit hours of the approved plan for the specialization that he is transferring to.
7. The grades obtained by the student in the courses equivalized for him shall not be included in the calculation of his/her cumulative average.

(The student is transferred during any semester from one university to another according to the procedures and dates announced in the university to which he is transferred to in light of the general rules of transfer)

Second: Transfer from One College to Another within the University:

The transfer of a student from one college to another within the university is in accordance with the following controls:

1. Approval of the Deanship of the College referred to it in accordance with the rules set by the College Council.
2. The student should not have spent more than four semesters.
3. The transfer procedures should be completed during the first week of the semester according to the academic calendar.
4. The student is not transferred until after at least one semester has passed in the college from which he was transferred.
5. A student is allowed to transfer once during his/her university studies or twice if one of them is in the preparatory year.
6. The student transferred to the preparatory year shall be returned to the division of the former in the event that he has not passed it only once.

- Specializing after passing the preparatory programs shall not be considered in the transfer process.

(All the courses that a student studied in his previous academic levels shall be included in his/her academic record when transferring from one college to another.

Third: Transfer from one Specialty to another within the College:

- After the approval of the dean of the college, the student may, transfer from one major to another within the college in accordance with the rules set by the dean.
- The remaining period of his university years should be sufficient to complete the graduation requirements.
- Transfer procedures should be completed during the first week of the semester according to the academic calendar.
- The student is allowed to transfer once during his university studies.

17. Visiting Student

A student who studies some courses in another university or college or in a branch of the university to which he belongs.

First: A student from the college who wishes to study as a visitor at another university or college:

- The student must have an academic record (cumulative grade point average) for at least one semester at the university before applying for studying as a visiting student.
- The student should have been studying in a recognized university or college.
- The student should bring a description of the courses to be studied from the other university to be equated by the college and after determining the equivalent materials to be submitted by an official letter to the Deanship of Admission and Registration to address the university where he would like to study as a visiting student.
- The course to be studied by the student outside the university should be equalized in the vocabulary and the number of units of study.
- The maximum number of credits that can be calculated from outside the university for a visiting student is (20%) of the total graduation units from Qassim University.
- Course rates that are equivalent to a visiting student at another university are not counted within their cumulative GPA, and the courses are recorded in their academic record.
- The student must provide the Deanship of Admission and Registration with the results obtained within a week of the start of study in the first semester following the period of study as a visitor.

- The maximum number of semesters a student is allowed to study as a visitor are two semesters.

Second: Another university student who wishes to study as a visitor in the college at Qassim University:

- The student should take a description of the courses that he would like to study from the college within the university to be equated by his university.
- The course to be visited by the visiting student is equivalent or (equivalent) in his vocabulary and the number of units of study.
- To obtain the approval of the College to study these subjects.
- The courses should be registered for the student by the competent authority in the Deanship.
- At the end of his studies, the student shall be provided with a letter explaining the results of the courses he/she has studied.

18. Grades and Graduation

The grades obtained by the student in each course shall be calculated on the basis that the grading weight is (5) points as follows:

Percentage	Grade	Letter Grade	Point Grade from (5)
100 - 95	Hight Excellent	+A	5.0
94 - 90	Excellent	A	4.75
89 - 85	High Very Good	+B	4.5
84 - 80	Very Good	B	4.0
79 - 75	High Good	+C	3.5
74 - 70	Good	C	3.0
69 - 65	High Pass	+D	2.5
64 - 60	pass	e	2.0
Less than 60	Fail	f	1.0

• The overall grade point average when a student graduates based on his/her GPA is as follows:

1. (Excellent): If the GPA is not less than 4.50 out of 5.
2. (Very Good): If the GPA of 3.75 to less than 4.50 out of 5.
3. (Good): If the GPA is from 2.75 to less than 3.75 from 5.
4. (Acceptable): If the grade point average is from 2.00 to less than 2.75 from 5.

- First class honors are awarded to students with a cumulative GPA of (4.75) to (5.00) out of (5.00) upon graduation. The second class honors are awarded to a student who has a cumulative GPA of 4.25 to less than 4.75 out of 5.00 upon graduation. For the first or second honors, the following conditions are required:

- a. The student should not have failed any course he studied at the university or at another university.
 - b. The student must have completed the graduation requirements within a maximum period of twelve semesters.
 - c. The student must have studied at least 60% of the graduation requirements.
- The student graduates after successfully completing the graduation requirements according to the study plan. GPA should not be less than the acceptable (GPA) which is 2.

How to calculate the GPA

Semester Rate and the Accumulated Rate

Semester Rate: The sum of the points earned by the student in the semester is divided by the total number of credit hours for all courses taught in the semester.

Points: Number of hours recorded x Weight of the estimate.

Accumulated Rate: It is divided by the total number of points earned by the student in all the courses studied since his enrollment at the university by the total credit hours for those courses. Credit Hours (Graduation Hours) The total number of credit hours for the courses passed.

Example of calculating the quarterly and cumulative average

First Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
IC 101	2	85	B+	2	4.5	9
ARAB 101	3	70	C	3	3.0	9
نفس ١٠١	3	92	A	3	4.75	14.25
ENGP 101	4	80	B	4	4.0	16
Semester Sum	12			12		48.25
Cumulative Sum	12			12		48.25

First Semester Grade =	$\frac{\text{Sum of Points (48.25)}}{\text{Registered Credit Hrs}}$	4.02
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Second Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
MATH 101	2	96	A=	2	5.0	10
CHEM 101	3	83	B	3	4.0	12
ENGP 102	4	71	C	4	3.0	12
ARAB 102	3	81	B	3	4.0	12
Semester Sum	12			12		46
Cumulative Sum	24			24		94.25

Cumulative Grade =	$\frac{\text{Sum of Points (48.25 + 46)}}{\text{Registered Credit Hrs (12 + 12)}}$	=	$\frac{94.25}{24}$	=	3.93
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VISION رؤية

2030

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

Policy of Admission, Registration, Study and Tests of Students