



Study and Examination Regulations for the Undergraduate Studies and their Implementing Rules at King Abdulaziz University

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Article (46) of these Regulations was amended by the Universities Affairs' Council
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The Implementing Rules related to Article (46) were updated pursuant to Resolution No.
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In the event of any discrepancy between the Arabic version of the current document, and its corresponding English translation, the original Arabic version shall prevail as the official and governing version.





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Chapter One: Definitions

Article (1)

The following terms and phrases—wherever they appear in these Regulations—shall have the meanings assigned to them below, unless the context requires otherwise.

1. Basic Definitions in the Regulations

Academic Year: Two or more academic semesters and a summer semester (if applicable), or four or more academic levels and a summer level, or two summer levels (if applicable).

Study System: The study structure adopted in the University's faculties and institutes, whether based on the academic level system, the semester system, or the full academic year system.

Academic Semester: A period of not less than fifteen weeks under the two-semester system, and not less than twelve weeks under the three-semester system, excluding registration, add/drop periods, and final examinations.

Academic Level: A study structure where the duration is shorter than a semester, not less than four weeks and not more than eight weeks, provided that the total academic weeks per year are not less than forty weeks.

Full Academic Year: A period of not less than forty weeks per year.

Summer Semester: A period of not less than eight weeks under the two-semester system, and not less than six weeks under the three-semester system, during which the duration allocated to each course is doubled.

Summer Level: A period of not less than four weeks under the level system, during which the duration allocated to each course is doubled.

Study Plan: A set of compulsory, elective, and free courses whose total credit units constitute the graduation requirements that the student must successfully complete to obtain the academic degree in the specified major.

Course: A subject within the study plan of each academic program, identified by a number, code, and description of content. It is subject to monitoring, evaluation, and development within each department. A course may be taught independently or may have prerequisites or co-requisites.

Credit Unit: A weekly theoretical lecture (or clinical session or tutorial) of not less than fifty minutes, or a practical session of not less than one hundred minutes, or a field session as specified in the study plan.

Modes of Education: Various forms of instruction including: face-to-face education, blended education, distance education, self-learning, and other modes of education.



Academic Upgrading Program (Bridging Program): A program designed to enable diploma holders to complete their studies toward a bachelor's degree.

Coursework Grade: The grade awarded for activities completed by the student during an academic level, semester, or full academic year (if applicable), including examinations, research assignments, and educational activities related to the course.

Final Examination: An examination in a course held once at the end of teaching the course during the academic level, semester, or full academic year.

Final Examination Grade: The grade obtained by the student in the final examination of each course.

Final Course Grade: The total of coursework grades plus the final examination grade for each course. The overall grade is calculated once.

Academic Record: A detailed statement including all courses studied by the student, the grades obtained, and both the semester GPA and cumulative GPA.

Visiting Student: A student who studies some courses at another university or at another branch of the same university without transferring.

Grade: A description of the percentage score or alphabetical symbol representing the student's final course result.

Incomplete Grade (IC): A grade assigned to a course when the student is unable to complete its requirements within the prescribed time. It is recorded in the academic record as (IC).

In-Progress Grade (IP): A grade assigned to a course that requires more than one academic term to complete. It is recorded in the academic record as (IP).

Semester GPA: The quotient of the total grade points earned by the student divided by the total credit units registered in a semester, level, or full academic year. Grade points are calculated by multiplying the credit units by the weight of the grade earned in each course.

Cumulative GPA: The quotient of the total grade points earned in all courses studied since enrollment at the University divided by the total credit units of those courses.

Overall Grade: A description of the student's academic performance throughout the duration of study at the University.

Academic Load: The total number of credit units a student is permitted to register in an academic level, semester, or full academic year, as determined by the University Council.



2. Additional Definitions Specific to the Implementing Rules at King Abdulaziz University

Vice Chair / Deputy Head of Department: The academic staff member who deputizes for the Head of Department in managing academic, educational, research, administrative, and financial affairs in accordance with approved regulations and decisions of the University and Faculty Councils.

Program Coordinator: A faculty member assigned responsibility for managing academic operations, overseeing the study plan of the academic program, and monitoring performance quality.

Course Coordinator: A faculty member responsible for overseeing the quality of teaching, learning, assessment processes, and overall performance reports of a course and its sections (if applicable).

Course Instructor: A faculty member responsible for managing teaching, learning, and assessment processes for the assigned course section.

Academic Advisor: A faculty member assigned to supervise, guide, and monitor students throughout their studies at the University.

Make-Up Examination: An examination held for students who failed a course under the annual system or in annual courses, covering the full course content.

Make-Up Examination Grade: The grade obtained in the make-up examination, where the passing grade shall be equal to the minimum passing mark.

Clinical Training: An applied educational activity conducted in healthcare environments such as hospitals, clinics, centers, or laboratories with clinical relevance.

Alternative Examination: An examination administered to a student who missed a course examination for an accepted excuse within the official period. The grade obtained shall be recorded and the final grade adjusted accordingly.

Field Training (Cooperative Training / Summer Training): A training period associated with a course during which the student spends time at a workplace relevant to the major. It may extend for more than two months and up to six months or more (cooperative training), or approximately two months during summer (summer training).

Academic Interruption: An academic status recorded when a student fails to register any course during a semester or academic year without obtaining official approval for postponement or withdrawal. The interruption period is not counted within the study duration for graduation if reinstatement is approved for compelling reasons.

Postponement of Study: A student's request not to register any courses in an upcoming semester or academic year. The postponement period is not counted within the standard study duration for graduation.



Withdrawal from Study: A student's request to discontinue study in a semester or academic year after registration. The withdrawal period is counted within the study duration for graduation, and the grade (W) is recorded.

Deprivation: Prohibiting a student from entering the final examination due to low attendance. The grade (DN) is recorded.

Termination of Enrollment: Ending the student's relationship with the University due to academic dismissal, disciplinary dismissal, final withdrawal, interruption, continuous absence, or exceeding the standard program duration without completion, as determined by the Implementing Rules.

Suspension: Temporary suspension of a student's studies by the competent authority due to disciplinary, financial, academic, or other obligations.

Academic Warning: A formal notice issued to a student whose cumulative GPA falls below the minimum threshold specified in these Regulations and their Implementing Rules.

Minimum Academic Load: The minimum number of credit units a student must register during a semester or academic year in accordance with the Implementing Rules.

Maximum Academic Load: The maximum number of credit units a student may register during a semester or academic year.

Preparatory Year / First Year: The first academic year within faculty study plans.

Academic Program: An integrated program approved by the relevant academic authorities at the University. It comprises a set of courses that the student studies over a specified number of years, providing academic and professional preparation for obtaining a university degree in a defined field of specialization. The program may include tracks, which are courses designed to deepen specialization within a specific field.

Interdisciplinary Program: An academic program that combines two or more distinct major specializations and leads to a single qualification. The name of the program/qualification includes both specializations in one of the following formats: "Bachelor's in Major (A) and Major (B)" where there is balance between the specialized courses of both majors, and "Bachelor's in Major (A) with Major (B)" where one major represents the larger proportion of the program.

University Requirements (General Courses): Mandatory courses within the academic program study plan, consisting of a specified number of credit hours studied by all University students.

Faculty Requirements: Compulsory courses within the study plan required for all students of a specific faculty.



Program Requirements: Compulsory courses within the study plan required for all students enrolled in a specific academic program.

Elective Courses: A group of courses from which the student selects to fulfill a required number of approved credit hours allocated to elective courses within the academic program.

Free Courses: A group of courses studied by the student outside the courses of their specialization plan. They are not required to be selected from an approved list. The student selects from among the credit hours approved in any academic program, in a manner consistent with the student's academic program.

Course Equivalency: The recognition and documentation of a student's completion of one or more courses studied in another university program, or in another faculty or department through transfer or visiting, based on the equivalence of academic content and targeted learning outcomes of those courses, as determined by the academic department.

Course Exemption: The recognition and documentation of a student's completion of one or more courses in return for passing an academic, educational, or professional test, based on equivalence of content with the targeted learning outcomes of those courses. A grade of (Exempt – E) is recorded.

University ID card: Every student is granted a University ID card, in electronic or physical form, free of charge for the first time, as proof of their University identity. Each student must carry and present this card upon request, particularly when attending theoretical lectures and practical classes and when sitting for examinations.

Student Record: The Deanship of Admission and Registration maintains an electronic file for each student, which includes admission documents, a statement of academic status, academic record, disciplinary penalties (if any), and any other documents related to the student throughout their period of study at the University.

Primary Mode of Instruction of the Program: The principal method of instruction through which not less than 70% of the program's courses are delivered, whether through face-to-face instruction, distance learning, blended learning, or other modes, in accordance with the approved program description.

Program Duration: The number of academic levels in the study plan approved by the University Council.

Period of Study: The number of levels calculated within the period the student spends in study, the exceeding of which results in loss of eligibility for financial benefits stipulated in the scholarship system, or eligibility for dismissal from the University upon exceeding the maximum period permitted to complete the academic degree in accordance with the Regulations.



Standard Duration of Study: The upper limit for graduation, which is one and a half times the standard program duration.

Internal Quality Assurance System (IQAS): A comprehensive and unified system for governing academic program quality assurance processes. It includes policies and procedures aimed at developing academic programs and enhancing their outcomes to meet community needs and labor market requirements.

Permanent Committee for Admission and Registration: A committee formed by decision of the University President, comprising the Vice Deans of Educational Affairs in the faculties and the Vice Deans of the Deanship of Admission and Registration, chaired by the Dean of Admission and Registration.

Its responsibilities include:

- Approving regulations related to academic affairs in accordance with the Regulations of Study and Examinations for the University Stage.
- Reviewing academic student cases referred to the Committee.
- Proposing amendments to the Implementing Rules and submitting them to the University Council for approval.
- Performing any additional duties stipulated in the formation decision of the Committee.

Committee for Reviewing Academic Student Cases: A committee formed by decision of the University Council, composed of a group of Vice Deans and members nominated by the Dean of Admission and Registration.

Its responsibilities include:

- Reviewing certain academic student cases on behalf of the University Council
- Acting within the scope of authorities delegated to it by the University Council.

Supervisory Committee of the Deanship of Admission and Registration: A committee formed by decision of the University President, chaired by the Dean of Admission and Registration and including Vice Deans, advisors, and heads of units within the Deanship.

- Its responsibilities include: Developing strategic directions of the Deanship.
- Reviewing its organizational structure.
- Regulating admission and registration services.
- Making decisions related to admission and registration for bachelor's and diploma programs.
- Establishing mechanisms for implementing the Study and Examinations Regulations and their Implementing Rules.
- Updating operational procedures within the Deanship.

In addition to what is stipulated by the Committee formation Decision.



Chapter One: Definitions

Committee for Managing and Operating the First Year at the University: A committee formed by decision of the University President, comprising Vice Deans of Educational Affairs from faculties participating in the First Year Program, Vice Deans of the Deanship of Admission and Registration, and nominated members. It is chaired by the Dean of Admission and Registration.

- Its responsibilities include: Monitoring the progress of study and examinations in the First Year.
- Supervising academic advising.
- Developing study plans and instructional mechanisms for the First Year.
- Coordinating across faculties and institutes participating in delivering First Year courses.

In addition to what is stipulated by the Committee formation Decision.



Chapter Two: Objectives and Scope of Application of the Regulations

Article (2)

These Regulations aim to organize the mechanisms and procedures of study and examinations at the University in a manner that enhances the efficiency and quality of the educational process and academic procedures at the post-secondary stage.

Article (3)

The provisions of these Regulations shall apply to:

- Universities operating under the Higher Education and Universities System issued by Royal Decree No. (M/8) dated 04/06/1414 AH.
- Universities operating under the Universities System issued by Royal Decree No. (M/27) dated 02/03/1441 AH.



Chapter Three: Study Systems

Article (4)

1. When approving academic programs, the University shall adhere to the following, in order:
 - a. The Unified Saudi Classification for Educational Levels and Specializations, issued by Council of Ministers Resolution No. (75) dated 27/01/1442 AH, and any subsequent amendments or updates.
 - b. The National Qualifications Framework (NQF) of the Kingdom of Saudi Arabia, issued by decision of the Board of the Education and Training Evaluation Commission (ETEC) at its first meeting of the second term dated 16/06/1441 AH, and any subsequent amendments or updates.
2. The student shall progress in study according to the approved study system and study plan endorsed by the University Council.

Article (5)

The academic year shall be structured and graduation requirements distributed according to the approved study system and study plan, as follows:

1. Two or more academic semesters, and a summer semester may be offered, provided its duration equals half the duration of a regular semester.
2. Four or more academic levels, each not less than four weeks and not exceeding eight weeks, provided that the total academic weeks per year are not less than forty weeks. A summer level or two summer levels may be offered, provided each equals half the duration of a regular level.

Implementing Rules at King Abdulaziz University

- (1) Faculties and departments shall prepare their study plans under the two-semester system and complete approval procedures through the University Council.
- (2) A summer semester may be approved annually by decision of the University Council.
- (3) No major modifications may be made to a study plan without approval of the University Council after completing the prescribed procedures and review by relevant councils, including the Department Council, Faculty Council, Curriculum Center, and the Deanship of Quality and Academic Accreditation, in accordance with the Internal Quality Assurance System (IQAS).

- (4) Minor modifications may be made upon recommendation of the Department and Faculty Councils and approval of relevant committees and entities, in accordance with IQAS.
- (5) The Deanship of Admission and Registration shall implement amendments to the study plans after the approval of the University Council.

Article (6)

Study in certain faculties and institutes may be conducted on the basis of the full academic year, in accordance with the regulations and procedures approved by the University Council.

Implementing Rules at King Abdulaziz University

Study in certain faculties may be conducted on the basis of the full academic year in accordance with the regulations and procedures set forth in these Regulations, after replacing the term “academic semester” with “academic year” wherever it appears, provided that this does not conflict with the following:

- (1) Courses under the annual system shall be offered throughout the academic year for a duration of not less than thirty-two (32) weeks.
- (2) A student shall not progress from one year to another unless the requirements for progression, as stipulated in the study plan, have been fulfilled. The Faculty Council may grant an exception to this provision.

Article (7)

Without prejudice to the decisions issued by the University Affairs' Council, the University Council may, upon the proposal of the Councils of Faculties or Institutes, choose one or more modes of instruction in programs whose nature of study permits such modes.

Article (8)

The study plan shall include courses that are delivered through one or more modes of instruction other than face-to-face instruction, provided that they constitute no less than 10% of the total courses of the study plan. The University Council shall determine the regulations governing this matter.

Implementing Rules at King Abdulaziz University

- (1) Departments and faculties shall prepare their study plans and determine the mode of instruction for courses, and approve them in accordance with the mechanism adopted for amending study plans.
- (2) It is permissible to designate one or more modes of instruction other than face-to-face instruction for no less than 10% of the total courses in the study plan.
- (3) The Deanship of E-Learning and Distance Education shall implement the mode of instruction (distance learning) for courses on the e-learning platform after obtaining approval from the competent authority responsible for curriculum development and the approval of the University Council.

Article (9)

1. The University Council may, based on the proposal of the Councils of Faculties, approve the following:
 - a. Academic Upgrading (Bridging) programs in certain specializations, in accordance with the regulations approved by the University Affairs' Council.
 - b. Interdisciplinary programs.
2. The University Council may, based on the proposal of the Councils of Faculties or Institutes, admit a student who has obtained a bachelor's degree in a given specialization to pursue a bachelor's degree in another specialization.

Implementing Rules at King Abdulaziz University

First: Bridging Programs:

- (1) Faculties or institutes shall propose appropriate academic programs for bridging to be submitted for approval by the University Council, provided that there is no active program that constitutes an extension of the student's specialization at the diploma level.
- (2) Students holding a diploma may be admitted to academic bridging programs, provided that the period required for the student to obtain the bachelor's degree is

not less than two years. The internship period (where applicable) in health faculties shall be added.

- (3) The University Council, or whomever it delegates, may establish admission requirements for bridging programs. Admission may be subject to tuition fees.

Second: Interdisciplinary Programs:

- (1) Faculties or institutes shall propose professional academic programs aligned with labor market needs and local classifications for submission to the University Council for approval.
- (2) The University Council, or whomever it delegates, may establish admission requirements for interdisciplinary programs. Admission may be subject to tuition fees.

Third: Programs for Admission of Holders of a Previous Bachelor's Degree:

- (1) A student holding a bachelor's degree may be admitted to study for a bachelor's degree in another specialization.
- (2) Priority shall be given to applicants whose graduation from their previous bachelor's degree was less than five years prior.
- (3) Priority shall be given to applicants whose previous specialization is among the specializations targeted for reduced admission.
- (4) Admission may be subject to tuition fees.
- (5) The University Council, or whomever it delegates, may grant exceptions to the above conditions and establish admission requirements for holders of a previous bachelor's degree.

Article (10)

The University Council may grant a student—who has completed a number of credit hours but has not fulfilled the requirements for a bachelor's degree—a diploma in the specialization in which the student studied, in accordance with the regulations approved by the University Council, provided that this does not conflict with the Saudi Unified Classification of Educational Levels and Specializations issued by Council of Ministers Resolution No. (75) dated 27/01/1442H and any subsequent amendments or updates thereto, and the National Qualifications Framework (NQF) in the Kingdom of Saudi Arabia issued by the Board of the Education and Training Evaluation Commission at its first meeting of the second term held on 16/06/1441H and any subsequent amendments or updates thereto.



Implementing Rules at King Abdulaziz University

- (1) A student who has not completed the requirements for a bachelor's degree, or who has completed them with a cumulative GPA lower than the minimum required for graduation with a diploma in the specialization studied under a study plan previously approved by the University Council as an exit point from the bachelor's program, may be awarded a diploma in accordance with the following regulations:
- a. The student must have completed all requirements of the approved study plan as an exit point.
 - b. The student's GPA shall not be less than 2 out of 5.
 - c. The interruption period of the student wishing to obtain the diploma in the specialization shall not exceed two years. The Faculty Council may grant an exception.
 - d. Faculties shall determine the specializations in which a diploma may be granted as an exit point by decision of the University Council, based on the recommendation of the Councils of Faculties and Departments.
 - e. The diploma shall be granted as an exit point from the same faculty in which the student studied. A diploma may be granted as an exit point from a related faculty in the specialization after its approval and after completion of alignment with the study plan and course equivalency.
 - f. The University Council, or whomever it delegates, may grant exceptions and establish conditions for awarding the diploma as provided in these Regulations.

Chapter Four: Admission

Article (11)

Without prejudice to the decisions issued by the University Affairs' Council and the requirements of national development, and in light of reports issued by competent authorities regarding labor market supply and demand, the University Council shall determine -based on the proposal of the Councils of Faculties or their equivalent within the University- the admission requirements and regulations, and the number of students who may be admitted in the academic year.

Implementing Rules at King Abdulaziz University

First: Conditions Required for Admission to the University

- (1) The applicant must hold a secondary school certificate or its equivalent from within or outside the Kingdom.
- (2) The applicant must be medically fit for the program or academic track to which admission is sought.
- (3) The applicant must pass any examinations announced by the Deanship of Admission and Registration.
- (4) The applicant must agree to comply with the University's regulations and the applicable laws of education in the Kingdom.
- (5) The type or track of the secondary certificate must be compatible with the program, academic track, or faculty to which the applicant seeks admission, in accordance with what is approved and announced by the University.
- (6) For full- time study, the applicant must be fully devoted to study or obtain approval from their employer or sponsor.
- (7) The applicant must not have been dismissed from another institution for disciplinary reasons unless three years have elapsed since the dismissal decision.
- (8) For admission to full-time programs, no more than five years must have elapsed since obtaining the secondary school certificate, or as stipulated in Article (46) and its Implementing Rules.
- (9) Admission shall be competitive among applicants who meet all conditions, in accordance with what is announced in the Admission Guide and procedures.
- (10) The applicant must meet any additional conditions determined by the faculties or the Deanship of Admission and Registration and announced at the time of application.

Second: Admission of Non-Saudi Applicants Residing in the Kingdom (Residents)

The following conditions shall apply in addition to the above:

- (1) The applicant must hold a valid legal residence permit in the Kingdom in addition to completing the required procedures.
- (2) The University may admit non-Saudi applicants residing in the Kingdom (residents) for tuition fees.
- (3) The Deanship of Admission and Registration shall determine the percentage of non-Saudi students admitted or accommodated, in accordance with the applicable regulations and bylaws.
- (4) The University Council may grant exceptions thereto and may add additional conditions or amendments as approved by the University Council or its delegate at the time of application.

Third: Admission of International Applicants from Outside the Kingdom

The following conditions shall apply in addition to the foregoing:

- (1) The applicant must not have obtained another concurrent scholarship from one of the educational institutions in the Kingdom.
- (2) Certificates and supporting documents must be authenticated by the competent authorities designated by the University or the Ministry of Education.
- (3) The applicant must obtain a recommendation from an institution, organization, or recognized legal entity.
- (4) Proficiency in the English language shall be required for admission to scientific programs offered in English, for applicants whose high-school education was not conducted in English.
- (5) The University Council, or whomever it delegates, may grant exceptions and establish additional requirements or amendments as it deems appropriate.

Fourth: Organization of Admission Processes and Numbers

- (1) The Deanship of Admission and Registration shall submit to the University Council a report on proposed admission numbers for each academic year, and the University Council shall approve the number of students to be admitted in the following academic year.
- (2) The Deanship of Admission and Registration shall supervise admission procedures for applicants.
- (3) The President of the University, or whomever he delegates, may approve an increase in admission numbers.

Article (12)

Subject to Articles (9) and (10) of these Regulations, a student holding:

1. A diploma (or its equivalent) may be admitted to complete the requirements for a bachelor's degree, with course equivalency applied.
2. A bachelor's degree (or its equivalent) in a particular specialization may be admitted to pursue a bachelor's degree in another specialization, with course equivalency applied.

The Implementing Rules shall determine the specific procedures and conditions, including the possibility of including equivalent courses within the student's cumulative GPA in the academic record.

Implementing Rules at King Abdulaziz University

- (1) The relevant Implementing Rules of King Abdulaziz University shall apply to Articles (9) and (10).
- (2) A student must complete no less than 50% of the graduation requirements of the bachelor's program at King Abdulaziz University.
- (3) A student admitted to an academic bridging program (for holders of a three-year intermediate university diploma) must complete no less than 40% of the graduation requirements of the bachelor's program at King Abdulaziz University, excluding general courses requirements.
- (4) A student admitted to an academic bridging program (for holders of a two-year diploma) must complete no less than 50% of the graduation requirements of the bachelor's program at King Abdulaziz University, excluding general courses requirements.
- (5) Courses previously completed for the diploma or prior bachelor's degree shall be equated upon approval of the competent academic departments and shall not be included in the cumulative GPA.



Chapter Five: Academic Procedures

Article (13)

The University Council shall establish the regulations governing academic procedures, including registration, drop/add of courses within the approved study plan, in a manner that ensures students registering the minimum academic load.

Implementing Rules at King Abdulaziz University

First: General Regulations:

- (1) The Deanship of Admission and Registration shall issue the academic calendar for registration periods, drop and addition, and all academic and administrative processes for each semester/academic year.
- (2) The Deanship of Admission and Registration shall monitor registration authorizations and processes for opening sections and for drop- and- add periods, and shall provide necessary technical support to faculties and institutes.

Second: Progression in Study Systems:

- (1) In the level-based system, a student progresses from one level to the next upon successfully completing all courses of that level.
- (2) In the semester-based system, a student progresses from one semester to the next upon successfully completing all or some of the courses of that semester.
- (3) If a student fails one or more courses in the semester system, the student shall repeat only the failed courses along with additional courses from the subsequent semester.
- (4) In the full academic year system, a student progresses from one year to the next upon successfully completing all courses of that year, or as approved by the Faculty Council.

Third: Course Registration (Add and Drop):

- (1) The minimum academic load for a non-graduating student shall be nine (9) credit hours, and the maximum shall be twenty-one (21) credit hours. The Faculty Council may approve an increase or decrease according to program needs, or determine different limits for faculties whose nature requires otherwise.
- (2) Graduating students may be exempted from the maximum load in their final semester and may register one or more additional courses from the final level, provided that the total does not exceed twenty-seven (27) credit hours.
- (3) If a student is unable to complete the full academic load due to scheduling conflicts or unmet prerequisites, or to complete all courses of that level, the student



may register from subsequent levels within the permissible limits. If the student is still unable to complete the academic load, the student shall suffice with the available credit hours that can be registered, even if their number is below the minimum limit.

- (4) The study plan shall determine the number of subsequent levels from which course registration is permitted (normally two levels), and the Faculty Council may determine otherwise where the nature of study requires.
- (5) There shall be no scheduling conflict in the student's timetable, except with the approval of the Faculty.
- (6) Course registration shall take place within the period specified in the academic calendar, in accordance with the following:
 - a. Students register their courses themselves according to the academic calendar issued by the Deanship of Admission and Registration.
 - b. Registration may be carried out by the Faculty for certain programs that do not allow students to self-register, either before the start of the semester or during the preceding semester, after completion of section scheduling.
 - c. Academic advisors shall be granted a specific period to review student schedules and conduct academic advising.
 - d. Vice Deans and Faculty Academic Affairs shall be granted a specified period to conduct add and drop procedures for the students.
 - e. Add and drop shall be processed upon the student's request under the supervision of the academic advisor.
 - f. Automated schedule registration may be implemented for certain faculties if needed, in accordance with regulations approved by the Deanship of Admission and Registration.
- (7) If the add/drop period ends and a student has not registered any course, the student shall be considered interrupted from study, except for students completing courses in which they received an incomplete (IC) grade.
- (8) Academic departments in faculties or institutes shall assign academic advisors to groups of students. There shall be no fixed minimum or maximum number of students per advisor; the allocation shall depend on the ratio of total students to faculty members in the department.



Article (14)

A student must attend the academic unit—whether in person or virtually—according to the mode of instruction specified in the study plan. A student shall be barred from entering the final examination if their attendance falls below the percentage determined by the University Council. A student barred due to absence shall be considered to have failed the course and shall receive a deprived (DN) grade.

Implementing Rules at King Abdulaziz University

- (1) A student shall be barred from the final examination if their absence from theoretical lectures or practical sessions exceeds 25% of the scheduled contact hours for the course. A student barred due to absence shall be considered to have failed the course and shall receive a grade of deprived (DN).
- (2) The course instructor shall notify students when their absence reaches 20% through the electronic systems or through the Faculty's Academic Affairs unit.
- (3) The student is responsible for monitoring their attendance and absence percentage through the electronic systems or through communication with the course instructor or the Faculty's Academic Affairs unit.
- (4) Absence shall not be counted when a student represents the University or the Kingdom in local or international sports, scientific, or cultural events, provided that absence does not exceed 50% of the lectures, and subject to the following procedures:
 - a. The Faculty or Institute must be notified prior to participation by more than one week.
 - b. The student must submit official documentation from the organizing authority confirming participation after completion.
- (5) In faculties operating under the annual system, the Faculty Council may, upon a student's progression from one year to another and failure in certain courses, permit the student to attend lectures virtually in those courses when registered in the following year, while ensuring attendance of all assessments.

Article (15)

The Faculty or Institute Council, or whomever it delegates, may lift deprivation and permit a student to sit for the final examination, provided the student submits an excuse acceptable to the Faculty or Institute Council or its delegate. The University Council shall determine the minimum attendance percentage required for lectures, practical sessions, or training hours—whether in person or virtually—according to the mode of instruction specified in the study plan.



Implementing Rules at King Abdulaziz University

- (1) The College or Institute Council, or its authorized delegate, may lift a deprivation decision and permit a student to sit for the final examination, provided that the student submits an acceptable excuse prior to the final examinations and that the student's attendance does not fall below (50%) of the total scheduled classes, in accordance with the approved instructional modes of the course.
- (2) A student whose deprivation has been lifted shall sit for the examination in the designated time slot within the final examination schedule for the semester in which the deprivation was removed, or as otherwise determined by the College.

Article (16)

A student may request to excuse themselves from continuing their studies for an academic level, semester, or full academic year, without being considered as having failed, provided that an excuse acceptable to the authority designated by the University Council is submitted. The period of excuse shall be counted within the time required to complete graduation requirements. The Implementing Rules shall determine the relevant conditions and procedures.

Implementing Rules at King Abdulaziz University

- (1) Requests for excused withdrawal from continuing study during the current level or semester shall be submitted within the period specified in the academic calendar through the electronic systems for semester-based programs to obtain the necessary approvals as determined by the Deanship of Admission and Registration. Requests for annual-system students shall be submitted to the Faculty Academic Affairs Committee, and the Deanship of Admission and Registration shall be notified of approved cases for implementation.
- (2) The maximum period for excused withdrawal shall be as follows:
 - a. Three academic semesters for faculties operating under the semester system at the bachelor's level.
 - b. Two academic years for faculties operating under the annual system at the bachelor's level.
 - c. Two academic semesters for intermediate diploma students.
 - d. One academic semester for associate diploma students.
- (3) If a student wishes to request excused withdrawal after the specified deadline in the academic calendar, an acceptable excuse must be submitted to the Faculty Vice-Dean to be referred to the committee delegated to review academic student cases for a decision.

- (4) International or resident students may request excused withdrawal in accordance with the mechanism determined by the Deanship of Admission and Registration.
- (5) Exceptional cases in which students are unable to submit excuse requests within the specified period or exceed the permitted limit due to compelling circumstances shall be referred to the committee delegated to review academic student cases.
- (6) A grade of (Excused Withdrawal– W) shall be recorded for all courses in the semester in which a withdrawal excuse is approved, and it shall not be included in the calculation of the semester or cumulative GPA.

Article (17)

A student may withdraw from one or more courses. The Implementing Rules shall determine the conditions and procedures governing such withdrawal.

Implementing Rules at King Abdulaziz University

- (1) A student may withdraw from a course within the period specified in the academic calendar during the semester, subject to the following conditions:
 - a. Withdrawal requests shall be submitted through the electronic systems for semester-based students to obtain the necessary approvals as determined by the Deanship of Admission and Registration.
 - b. The remaining registered credit hours after withdrawal shall not fall below the minimum academic load for the semester, unless an exception is granted by the Faculty.
 - c. The maximum number of courses from which a student may withdraw in a single semester shall be two courses.
 - d. The maximum number of courses from which a student may withdraw throughout the entire period of study shall be six courses.
 - e. A student may not withdraw from a course from which they previously withdrew in a prior semester.
 - f. Health Faculty students may not withdraw from courses that are part of the program requirements.
 - g. First-year students may not withdraw from any course.
- (2) Withdrawal from courses is not permitted during the summer semester.
- (3) Faculties may designate certain core courses from which withdrawal is not permitted.
- (4) A grade of (Excused Withdrawal– W) shall be recorded for the withdrawn course and shall not be included in the calculation of the semester or cumulative GPA.



- (5) No withdrawal request shall be considered after the commencement of final examinations, except in compelling circumstances reviewed by the committee delegated to study academic student cases.

Article (18)

A student may request to defer study for an academic level, semester, or full academic year for an excuse accepted by the authority designated by the University Council. The Implementing Rules shall determine the relevant conditions and procedures.

Implementing Rules at King Abdulaziz University

- (1) A student may submit a deferral request within the period specified in the academic calendar through the electronic systems to obtain the necessary approvals as determined by the Deanship of Admission and Registration. Annual-system students' requests shall be submitted to the Faculty Academic Affairs Committee, and the Deanship shall be notified for implementation. Otherwise the student shall be notified about the rejection of their request.
- (2) If the deferral request period expires and the student neither registers courses nor submits an acceptable excuse, the student shall be considered interrupted from study.
- (3) The maximum permitted period for deferral shall be:
 - Two academic semesters for faculties operating under the semester system at the bachelor's level.
 - One academic year for faculties operating under the annual system at the bachelor's level.
 - One academic semester for diploma students.
- (4) The deferral period shall not be counted within the standard period allowed to complete graduation requirements.
- (5) A student shall not be considered deferred unless the request is formally approved and implemented.
- (6) International or resident students may be granted deferral upon approval of the Faculty and the Deanship of Admission and Registration.
- (7) Accompanying students traveling abroad with their scholarship-recipient spouse may be granted deferral equivalent to the official duration of the spouse's scholarship decision, subject to approval by the Faculty and the Deanship of Admission and Registration. Upon return, the student shall resume study in accordance with the approved study plan, and prior completed courses shall be

equated as determined by the Faculty and the committee delegated to study academic student cases.

Article (19)

A student's registration at the University shall be terminated if the student interrupts study for a period determined by the University Council without submitting a deferral or excuse request. A student whose registration has been terminated may apply for reinstatement of registration with the same academic number and record prior to interruption. The Implementing Rules shall determine the relevant conditions and procedures.

Implementing Rules at King Abdulaziz University

- (1) A student's registration shall be terminated if the student interrupts study without submitting a deferral or excuse request for two consecutive academic semesters.
- (2) The registration of international or resident students may be terminated if they fail to attend study or extend their absence, or delay returning to the Kingdom after leave, without an acceptable excuse, upon recommendation of the Faculty Council and approval of the Deanship of Admission and Registration.
- (3) A student may apply for reinstatement of registration with the same academic number and record through the Faculty, and the request shall be referred to the Deanship of Admission and Registration, subject to the following conditions:
 - a. The interruption period shall not exceed four academic semesters.
 - b. The student's academic program shall still be offered at the University.
 - c. The student shall be able to complete graduation requirements within the standard period without counting the interruption period.
 - d. The student shall not have been academically dismissed.
 - e. The student shall not be in violation of residence regulations (for international or resident students).
 - f. Exceptional cases may be reviewed by the committee delegated to study academic student cases.
- (4) If a student exceeds the period permitted for reinstatement, the student may apply for admission as a new student with a new university number in accordance with the procedures and conditions for admission of new students.

Article (20)

A student dismissed from the University for disciplinary reasons may not have their registration reinstated until three years have elapsed from the date of the dismissal decision. The Implementing Rules shall determine the relevant conditions and procedures.

Implementing Rules at King Abdulaziz University

- (1) A student dismissed for disciplinary reasons may have their registration reinstated after three years from the date of dismissal, with the same university number and academic program, subject to the following conditions:
 - a. The academic program must still be offered at the University.
 - b. The student must be able to complete graduation requirements within the standard program duration
 - c. The student must not be in violation of residence regulations (for international or resident students).
- (2) If condition (a) above is not met, the student may apply for admission as a new student with a new university number in accordance with admission procedures and conditions for new students.

Article (21)

A student who has withdrawn from the University may apply for reinstatement of registration with the same academic number and record for an excuse accepted by the authority designated by the University Council. The Implementing Rules shall determine the relevant conditions and procedures.

Implementing Rules at King Abdulaziz University

- (1) A withdrawn student may apply for reinstatement of registration through the Deanship of Admission and Registration if no more than one academic semester has elapsed since withdrawal.
- (2) If more than one academic semester has elapsed, the withdrawn student shall be treated in accordance with Article (19).

Article (22)

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

1. If the student receives three consecutive academic warnings due to a decrease in cumulative GPA below the minimum required for graduation, in accordance with



Articles (41) and (42) of these Regulations. The University Council may grant the student an additional opportunity to improve their cumulative GPA.

2. If the student fails to complete graduation requirements within a maximum period equivalent to one and a half the prescribed duration for graduation. In exceptional cases, the University Council may review the cases of students subject to the above provisions and grant them an exceptional opportunity not exceeding one academic year.

Implementing Rules at King Abdulaziz University

- (1) A student shall be dismissed if they receive three consecutive academic warnings due to a cumulative GPA below the minimum required for graduation. The committee delegated to study academic student cases may grant an additional opportunity subject to the following conditions:
 - a. The student must be able to raise their cumulative GPA to the minimum required for graduation.
 - b. There must be evidence of academic improvement during the most recent semesters.
 - c. The additional opportunity shall not exceed two academic semesters.
 - d. Approval of the relevant Faculty may be required if the committee deems it necessary.
- (2) The President of the University or the delegated committee may review cases of students who have exhausted prior opportunities and grant an exceptional opportunity not exceeding one academic year, provided there is evidence of academic improvement and subject to Faculty approval if necessary.
- (3) If the student fails to raise their cumulative GPA to the minimum required for graduation after these opportunities, they shall be dismissed permanently.
- (4) If the student fails to complete graduation requirements within a period not exceeding one and a half times the prescribed program duration, the committee may grant a final exceptional opportunity not exceeding double the original prescribed duration, provided there is evidence of improvement in the final two semesters and subject to Faculty approval if required.

Chapter Six: Transfer and Equivalency

Article (23)

1. A student's transfer from outside the University may be accepted in accordance with the following controls: The student must have studied at a local university or faculty, or at a foreign university, faculty, or educational institution licensed by the competent authority in the country of study.
2. The student must not have been dismissed from the transferring university for disciplinary reasons.
3. Any other controls determined by the University Council.

Implementing Rules at King Abdulaziz University

- (1) The student must have studied at a public university or faculty within Saudi Arabia, or at an educational institution outside Saudi Arabia licensed by the competent authority in the country of study, for no less than one full academic year.
- (2) The cumulative GPA of the transferring student must not be less than (3 out of 5) or its equivalent.
- (3) The student must not have been dismissed from the transferring university for academic or disciplinary reasons.
- (4) The student must have completed no less than 50% of the graduation requirements at King Abdulaziz University.
- (5) The transferring student shall be subject to the Faculty's conditions for external transfer.
- (6) Transfer to King Abdulaziz University shall be conducted in accordance with the academic calendar announced by the Deanship of Admission and Registration.
- (7) The student shall transfer to the same major or to its equivalent, subject to the approval and conditions of the receiving faculty or institute.
- (8) The Deanship of Admission and Registration shall receive and process transfer applications electronically in accordance with the announced conditions.
- (9) The University President or their delegate may grant exceptions when necessary.

Article (24)

The Faculty or Institute Council may approve the equivalency of a course or a group of courses previously studied outside the University, based on the recommendation of the departmental councils offering those courses, provided that their content is similar or equivalent. The equivalent courses shall be recorded in the student's academic record.



The University Council shall determine the governing controls, including whether such courses may be included in the student's cumulative GPA.

Implementing Rules at King Abdulaziz University

- (1) If a student studied at more than one university prior to transfer, the academic transcript approved by the transferring university shall be relied upon for equivalency procedures.
- (2) Courses successfully completed by the student may be equated if equivalent to their counterparts at King Abdulaziz University in academic content and number of credit hours. The Faculty may waive the requirement of matching credit hours if academic content equivalency is achieved.
- (3) The grade of (Transfer – TR) or (Equivalent) shall be recorded for equated courses in the academic record, and such courses shall not be included in the cumulative GPA.
- (4) Every 15 equated credit hours for a transferred student shall be counted as one academic semester within the standard program duration.

Article (25)

A student may transfer from one faculty to another within the University, from one department to another within the same faculty, or from one major to another within the same department, in accordance with the controls determined by the University Council or its delegate.

Implementing Rules at King Abdulaziz University

First: Transfer from One Faculty to Another

- (1) A preparatory-year student must have studied at least one academic semester in the faculty to which they were assigned after passing the preparatory year, and must not be excused from that semester.
- (2) The student must have successfully completed first-year courses in their previous faculty, in accordance with the Internal Transfer within University Guide issued by the Deanship of Admission and Registration.
- (3) The student must satisfy the transfer requirements of the receiving faculty.
- (4) The student's academic record must not contain any disciplinary penalties.
- (5) The student must not have completed more than half of the graduation requirements in their major.
- (6) Transfer requests shall be submitted electronically through the Academic Affairs System within the period specified in the academic calendar. All requests shall be compiled by the Deanship of Admission and Registration, and results shall be



announced in accordance with the approved Internal Transfer within University Guide.

- (7) The transfer shall be recorded in the student's academic record upon completion of the transfer process.
- (8) The Academic Student Cases Committee may review certain exceptional transfer cases upon approval of the faculties.
- (9) The University President or their delegate may grant exceptions upon recommendation of the faculties or institutes when necessary.

Second: Transfer from One Major to Another within the Same Faculty

- (1) The student must satisfy the transfer conditions of the receiving major as determined by the Faculty Council.
- (2) The student must not have completed more than half of the graduation requirements. The Faculty Council or its delegate may decide on exceptional cases.
- (3) Requests shall be submitted within the period specified in the academic calendar or as determined by the Faculty. The Faculty shall compile all requests and announce the accepted results according to the capacity determined by the departments.

Third: Transfer between Different Study Modes

Students may transfer between approved study modes in accordance with the conditions determined by the Faculty and the Deanship of Admission and Registration, and as announced in the academic calendar.

Article (26)

Courses previously completed and equated shall be recorded in the academic record of a student transferring between faculties, departments, or majors within the University, in accordance with controls determined by the University Council.

Implementing Rules at King Abdulaziz University

- (1) All previously completed courses shall be recorded in the academic record of a student transferring between faculties or majors within the University, including course grades and semester and cumulative GPAs. These shall continue to be included in the cumulative GPA calculation.
- (2) Some courses completed in the previous faculty or major may be counted as elective or free courses, subject to the decision of the academic department.
- (3) If a student transfers from a bachelor's program to a diploma program, their academic record may be reset and not included in the cumulative GPA. The



Faculty may equate certain bachelor-level courses within the diploma program, and such courses shall be included in the cumulative GPA.

Article (27)

The University Council shall establish the conditions and controls for exempting a student from studying a course or a group of courses, provided that the exemption does not exceed 25% of the total credit hours of the study plan. The student shall be awarded a grade of (Exempted – E).

Implementing Rules at King Abdulaziz University

- (1) A student may be exempted from studying some or all preparatory-year courses, or first-year courses in direct-admission faculties, or new-student courses, in accordance with decisions of the committee responsible for attracting and sponsoring outstanding and talented students (WAED) programs at the University.
- (2) Some students may be exempted from certain courses in return for obtaining accredited professional certificates or recognized scientific research or participation equivalent in content and learning outcomes, in accordance with a policy approved by the Faculty Council and announced to all students.
- (3) Some students may be exempted from certain courses in return for achieving specified scores in professional or scientific equivalency examinations, according to decisions of the competent committee and approval of Faculty Councils under an announced policy.
- (4) The University Council may establish an acceleration mechanism through exemption examinations for certain first-year courses, conducted in cooperation with the Education and Training Evaluation Commission (ETEC), or through examinations organized by the faculties under the supervision of a central committee formed by the University President.
- (5) Faculties may exempt students enrolled in academic upgrading (bridging) programs from certain courses.
- (6) A student enrolled in a diploma or bachelor's program who passes away during their course of study may be exempted from a course or group of courses and awarded the academic degree, provided they have completed at least 75% of the study plan requirements and are expected to fulfill graduation requirements, based on a recommendation of the Faculty Council.
- (7) A grade of (Exempted – E) shall be recorded for exempted courses and shall not be included in the calculation of the cumulative GPA.



Chapter Seven: Visiting Students and Student Exchange

Article (28)

A student may—after obtaining the approval of the Faculty in which they are enrolled—study one or more courses at another university inside or outside the Kingdom, or at a branch of the university to which they belong, without transferring. Such study must be concurrent with their study at their home university, either as a visiting student or otherwise. The courses studied shall be equated and recorded in the student's academic record. The University Council shall determine the governing regulations, including whether such courses may be included in the cumulative GPA.

Implementing Rules at King Abdulaziz University

First: King Abdulaziz University Student Studying as a Visiting Student at another University

- (1) The maximum number of credit hours a student may study as a visiting student outside the University shall not exceed 25% of the total graduation requirements.
- (2) The number of credit hours studied in each semester shall not exceed the maximum academic load permitted under the Regulations.
- (3) The permitted percentage shall be completed within a period not exceeding three academic semesters.
- (4) Study must be at a local university or faculty, or at a foreign university, faculty, or educational institution licensed by the competent authority in the country of study.
- (5) The student must obtain prior approval from their Faculty specifying the courses to be studied and equated, and shall be formally addressed to the host university by the Deanship of Admission and Registration.
- (6) The student shall be registered as a visiting student for the specified duration and courses as stated in the official letter issued by the Deanship of Admission and Registration.
- (7) A student may study concurrent courses at another university provided prior Faculty approval is obtained specifying the courses to be studied and their potential equivalency, and the student shall be formally addressed to the host university by the Deanship of Admission and Registration.
- (8) Courses studied concurrently or as a Visiting Student shall be equated and recorded in the academic record as (TR) transfer courses and shall not be included in the cumulative GPA.
- (9) The student must provide the Deanship of Admission and Registration with an official transcript from the host university within one week of the beginning of the



Chapter Seven: Visiting Students and Student Exchange

first semester following the study period; otherwise, the student shall be considered interrupted from study during the semester in which they studied as a visiting student (excluding summer semesters) and shall be treated in accordance with Article (19).

(10) The monthly stipend shall be disbursed to the visiting student if eligible.

(11) The University President or their delegate may grant exceptions when necessary.

Second: A Student from another University Wishing to Study at King Abdulaziz University as a Visiting Student

(1) The Deanship of Admission and Registration shall establish the criteria and procedures for accepting visiting students, subject to availability of capacity within the Faculties.

(2) The student must have an academic record (with cumulative GPA) for at least one academic semester at their home university.

(3) The student must not have been dismissed for academic or disciplinary reasons.

(4) The student must obtain prior written approval from their home university's Deanship of Admission and Registration (or authorized body) to study as a visiting student, specifying the course codes, numbers, and names of King Abdulaziz University courses to be studied.

(5) The student must apply within the period specified in the academic calendar.

(6) The maximum number of semesters permitted for visiting study shall not exceed three academic semesters.

(7) The visiting student shall not be entitled to on-campus housing nor to a stipend from King Abdulaziz University.

(8) The visiting student shall be subject to the provisions of these Regulations and their Implementing Rules.

(9) At the end of the study period, the student shall be provided with an academic transcript indicating the results of the courses studied.

(10) Visiting students may be accepted in return for tuition fees in accordance with regulations established by the Deanship of Admission and Registration and approved by the University Council.

(11) The visiting student must satisfy any additional conditions imposed by the receiving Faculty or by the Deanship of Admission and Registration.



Chapter Seven: Visiting Students and Student Exchange

Third: A Student Wishing to Study as a Visiting Student at One of the University's Branches

- (1) The Deanship of Admission and Registration shall establish the criteria and procedures for accepting visiting students among university branches, subject to available capacity.
- (2) The student must obtain prior approval from their Faculty specifying the courses to be studied and equated, and shall be formally addressed to the branch by the Deanship of Admission and Registration for course registration.
- (3) A student may study concurrent courses between two university branches, provided prior Faculty approval is obtained specifying the courses to be studied.
- (4) The course studied must be equivalent in content to a course included in the graduation requirements according to the study plan.
- (5) The maximum credit hours permitted for visiting study at a branch shall not exceed 25% of the total graduation requirements and shall not exceed three academic semesters throughout the period of study at the University.
- (6) The grades of courses equated for the visiting student shall be included in the cumulative GPA and reflected in the student academic record.
- (7) The monthly stipend shall be disbursed to the visiting student at the branch, if eligible.



Chapter Eight: Examinations

Article (29)

1. The University Council shall determine -based on the recommendation of the Faculty or Institute Council and the proposal of the Department Council offering the course- the mechanism for calculating coursework grades, the final examination, and the method of assessment in accordance with the nature of the course.
2. The final examination for a course shall be held once. The University Council may approve exceptions upon the recommendation of the Faculty Council and the proposal of the Department Council, according to the nature of the course.

Implementing Rules at King Abdulaziz University

- (1) The duration of the final examination for all courses at the University shall be two hours. The Faculty Council may adjust the duration of certain course examinations in coordination with the Deanship of Admission and Registration.
- (2) The course instructor shall calculate coursework grades in accordance with the approved course specification.
- (3) The course instructor shall announce the distribution of coursework grades and the method of assessment at the beginning of each semester in accordance with the course specification.
- (4) The instructor shall announce the results of assignments and midterm examinations within three weeks from the date of the assignment or examination and shall announce all detailed coursework results before the beginning of the final examination period.
- (5) A student may object to their grade in a progress or final examination within one week of being informed of the grade. The objection shall be submitted to the course instructor. If not satisfied, the student may submit the objection to the Head of Department (Program) for reconsideration of the grade.
- (6) Some courses may be exempted from the final examination according to their nature, subject to approval by the University Council upon recommendation of the Faculty Council.

Article (30)

The Faculty or Institute Council shall oversee the organization of final examinations to ensure proper conduct of the educational process, including recording the final examination grade and the final course grade within the period determined by the Implementing Rules of these Regulations.

Implementing Rules at King Abdulaziz University

- (1) Faculties and institutes shall form committees to organize examinations. The Department or Program Administration may be delegated to supervise examination procedures through a committee chaired by the Head of Department (Program). The committee shall ensure orderly conduct of examinations and provide an appropriate environment for students.
- (2) The disciplinary penalties stipulated in the Student Code of Conduct shall be applied to violations during examinations.
- (3) The University's Guide to Examination Policies and Assessment of Student Performance, published on the website of the Vice Presidency for Educational Affairs, shall be applied.
- (4) Final grades must be recorded and approved within 48 hours of the examination date. The Deanship of Admission and Registration may extend this period depending on the nature of the examination or program.
- (5) Examination papers retention policy:
 - a. Question papers and answer sheets shall be retained for a period not less than two years from the date of the examination, after which they may be destroyed.
 - b. The Faculty Council shall determine the storage method, whether electronic or physical, in secure and designated locations, and shall delegate the Head of Department or Academic Affairs to monitor implementation and submit an annual report to the Faculty Council.
 - c. Question papers and model answers shall be retained at the department level, with responsibility assigned to the Head or Program Supervisor to establish appropriate archiving and retrieval mechanisms.
 - d. Question papers and model answers for common courses offered at the Faculty or University level shall be retained at the Faculty's Educational Affairs Office, with responsibility assigned to the Vice Deans to establish appropriate archiving and retrieval mechanisms.

Article (31)

A student absent from the final examination shall receive a zero in the examination course grade. The course grade shall be calculated based solely on the coursework grades obtained.

Article (32)

If a student is unable to attend the final examination due to an acceptable excuse, the Faculty or Institute Council may accept the excuse and permit the student to take a make-up examination, provided this does not extend beyond the end of the following academic level or semester (or academic year for annual system faculties or institutes). The grade obtained in the make-up examination shall be recorded; otherwise, the student shall receive a Failing Grade (F).

Implementing Rules at King Abdulaziz University

- (1) Acceptable excuses include illness, death of a first- or second-degree relative, or compelling social or family circumstances, provided a medical report from a recognized medical authority or another official document accepted by the Faculty is submitted.
- (2) Reports and excuses shall be submitted to the competent Faculty Vice-Dean or their delegate within a period not exceeding ten days from the date of issuance. Excuses can be submitted either by the student, or one of their relatives or friends.
- (3) If the excuse is accepted, the student shall be assigned a grade of (IC) or (IP) according to the course nature and shall be permitted to take a make-up examination.
- (4) The make-up examination shall be held according to the academic calendar determined by the Deanship of Admission and Registration and must not extend beyond the end of the following semester. Faculties may conduct the make-up examination at the beginning of the semester following the student's absence to complete registration procedures.
- (5) If the student does not take the make-up examination by the end of the following semester, the grade shall be converted to (F) and included in GPA calculation.
- (6) Make-up examination grades shall be recorded electronically by the course instructor through the Educational Affairs System.
- (7) The grade shall be officially approved electronically by the Deanship of Admission and Registration after endorsement by the Head of Department and the competent Faculty Vice-Dean.



Article (33)

Upon recommendation of the course instructor, the Department Council may permit a student to complete course requirements in the following academic level, semester, or academic year (for annual system faculties), and a grade of (Incomplete – IC) shall be recorded in the academic record. The IC grade shall not be included in the semester or cumulative GPA unless the requirements are completed. If the specified period expires and the grade remains unchanged, it shall be converted to a Failing grade (F) and included in GPA calculation.

Implementing Rules at King Abdulaziz University

- (1) Upon recommendation of the Department Council (Program) and the course instructor, the Faculty Council may grant the student one semester only to complete course requirements if the student submits an excuse acceptable to the Department Council.
- (2) In the case of absence of the course instructor, the Head of Department shall assign another instructor to supervise completion of requirements for a course in which an (IC) grade was recorded.
- (3) A student may not re-register a course for which an (IC) grade has been assigned.

Article (34)

For research-based courses extending beyond one semester, a grade of (In Progress – IP) shall be assigned. Upon completion, the final grade shall be awarded. If the course is not completed within the specified time, the Department Council may approve recording a grade of (IC).

Implementing Rules at King Abdulaziz University

- (1) The (IP) grade for research or training-based courses may not exceed two academic semesters.
- (2) The (IP) grade shall not be included in the semester or cumulative GPA until a final grade is assigned upon completion of course requirements.
- (3) The (IP) grade shall be converted to a failing grade (F) and included in GPA calculation if it is not converted to a specific grade or to (IC) within a maximum period of two semesters.



Article (35)

Upon recommendation of the Faculty or Institute Council (for annual system faculties), the University Council may determine the number of failed credit hours for which a student is allowed to take a make-up final examination (retake) in the case of course failure.

Article (36)

A student may submit a grievance regarding the final course grade within a period not exceeding fifteen days from the date of grade approval. The Implementing Rules shall determine the procedures for submitting grievances.

Implementing Rules at King Abdulaziz University

- (1) The Deanship of Admission and Registration shall amend course grades upon a student's request based on the decision of a tripartite committee chaired by the Faculty Vice-Dean and including the Head of Department and the course instructor, specifying the reasons for grade amendment.
- (2) Semester grades may be amended within a period not exceeding the end of the following academic semester.
- (3) If a student doubts the correctness of the awarded grade:
 - a. The student shall first consult the course instructor for verification. If an amendment is warranted, the matter shall be referred to the Head of the Department to be reviewed by the competent committee. If not, the instructor shall inform the student accordingly.
 - b. If the student remains unsatisfied or receives no response, a written request shall be submitted to the Head of Department. The Head shall review the matter with the instructor. If the instructor maintains their assessment, the Department Head may appoint another faculty member to review the assessments before referring the matter to the competent committee for decision.
- (4) Statistics on grade amendment requests shall be compiled for each instructor and department at the end of each semester. The Faculty Council shall review these statistics to establish controls if a recurring pattern of grade amendments appears for a particular instructor or department.

Chapter Nine: Grades

Article (37)

The general grade awarded to a student upon graduation shall be based on the 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. **Pass:** 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.

Article (38)

Course grades shall be calculated in accordance with Appendix (1) of these Regulations.

Implementing Rules at King Abdulaziz University

Certain additional transcript grades specific to King Abdulaziz University student records shall be approved in accordance with Appendix (1) of these Regulations.

Article (39)

Honors Distinction:

1. First-Class Honors shall be awarded at graduation to students obtaining a cumulative GPA from 4.75 to 5.00 out of 5.00, or from 3.75 to 4.00 out of 4.00. And Second-Class Honors shall be awarded at graduation to students obtaining a cumulative GPA from 4.25 to less than 4.75 out of 5.00, or from 3.25 to less than 3.75 out of 4.00.
2. To qualify for First- or Second-Class Honors, the student must:
 - a. Not have failed any course at the University or at any other university (including visiting and transfer students).
 - b. Have completed graduation requirements within a period not exceeding the midpoint between the minimum and maximum standard program duration.
 - c. Have studied at least 60% of the graduation requirements at the University.

Article (40)

The University Council may adopt a different grading system upon approval of the Universities Affairs' Council.



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Article (41)

A student shall graduate upon successful completion of graduation requirements in accordance with the academic system and study plan approved by the University Council, provided that the cumulative GPA is not less than the minimum determined by the University Council for each specialization and in all cases not less than a “Pass.”

Implementing Rules at King Abdulaziz University

- (1) The minimum cumulative GPA for graduation in University programs shall be 2.00 out of 5.00 (Pass).
- (2) The cumulative GPA for graduation shall not be less than 2.75 out of 5.00 in programs whose Faculties adopt this requirement by decision of the University Council.
- (3) In Faculties applying the provision in item (2), it shall apply to newly admitted students. Faculties and the Deanship of Admission and Registration must inform students of the minimum GPA requirement (2.75 out of 5.00).
- (4) The mode of study of the program may be recorded in the academic record of graduates, provided this does not conflict with regulations.

Article (42)

Upon recommendation of the Department Council, the Faculty Council may determine appropriate courses for a student to retake for the purpose of raising the cumulative GPA if the student has passed the courses but failed in the overall GPA grade.

Implementing Rules at King Abdulaziz University

- (1) If a student has completed graduation requirements but their cumulative GPA falls short of the required minimum by 0.25 or less:
 - a. Faculties may authorize the Deanship of Admission and Registration to convert certain course grades of a student who has completed all graduation requirements and failed to meet the required GPA from grade (F) to (XF). The (XF) grade shall not be included in the cumulative GPA, up to a maximum of 30 credit hours, and shall be converted gradually starting from the most recent semester until the required minimum GPA is reached.
 - b. If, after applying provision (a), the student’s cumulative GPA remains below the required minimum, the Faculty Council may, upon recommendation of the Department Council, identify certain courses with low grades for the student to retake. Upon successful completion with higher grades, the previous grades



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shall be converted to (XG) in the transcript and shall not be included in the cumulative GPA; the new grades shall be included.

c. The number of semesters permitted for retaking such courses shall not exceed two academic semesters following completion of graduation requirements.

(2) If the student's GPA is lower than the required minimum by more than 0.25, the provisions stated in Article (10) of these Regulations shall apply.

Article (43)

The University shall apply practices that ensure the quality of teaching and learning.

Implementing Rules at King Abdulaziz University

The University shall adhere to the Examination Policies and Student Performance Assessment Guide, the Teaching and Learning Strategy Guide, and the Internal Quality Assurance System of King Abdulaziz University.

Article (44)

The University shall work to enhance students' competencies and skills prior to graduation to ensure their distinction and competitiveness in the labor market.

Chapter Eleven: General Provisions

Article (45)

The University Council may amend the duration of the academic semester, summer semester, academic level, and full academic year as specified in Article (1) of these Regulations, upon approval of the Universities Affairs' Council or its delegate.

Article (46)

Without prejudice to the provisions of these Regulations and the admission requirements of the University, the University Council shall determine admission regulations in a manner that ensures access to higher education for all, and maintains quality standards.

Implementing Rules at King Abdulaziz University

- (1) Saudi applicants who obtained their secondary school certificate more than five years prior may be admitted according to the Admission Guide approved by the Deanship of Admission and Registration, subject to the following:
 - Academic programs designated for this category and their admission criteria shall be announced in the Admission Guide.
 - Priority shall be given to applicants who have not interrupted study, education, or training after obtaining the secondary certificate inside or outside the Kingdom.
 - Priority shall be given to applicants who have not previously obtained a bachelor's degree.
 - Study for this category shall be subject to tuition fees as determined by the University Council.
- (2) Non-Saudi residents who obtained their secondary certificate more than five years prior may be admitted subject to compliance with Article (46) and its Implementing Rules.
- (3) Non-Saudi international students who obtained their secondary certificate more than five years prior may be admitted subject to compliance with Article (46) and its Implementing Regulation (1) and the Implementing Rules for Article (11).
- (4) The University President or their delegate may grant exceptions where necessary.

Article (47)

Subject to the decisions issued by the Universities Affairs' Council, the University Council may—upon the proposal of the Faculty Council—approve a joint program between the University and an educational institution outside the Kingdom, provided that the institution is licensed by the competent authority in the country of study and that the program is accredited by one of the international accreditation bodies recognized by the

Education and Training Evaluation Commission (ETEC). The University Council shall establish the relevant controls and procedures.

Article (48)

The University Council shall establish the conditions, controls, and procedures for attracting gifted, distinguished, creative, and innovative students in their respective fields.

Implementing Rules at King Abdulaziz University

The University Council may authorize the University President to form a supervisory committee for attracting and supporting gifted students, chaired by the Vice President for Educational Affairs and membership of the Deanship of Admission and Registration and the Faculties participating in the Program for Attracting and Sponsoring Outstanding and Talented Students (WAED). The committee shall determine admission criteria and exemption policies in accordance with Article (27) of these Regulations.

Article (49)

Subject to decisions issued by the competent authorities, the University may provide high school students with the opportunity to study or attend certain general courses at the University, in accordance with conditions and controls determined by the University Council.

Article (50)

Subject to applicable systems, regulations, and decisions, each University Council shall approve the Code of Conduct and Student Discipline regulations at the University.

Article (51)

Each University Council shall approve the Implementing Rules of these Regulations.

Implementing Rules at King Abdulaziz University

Certain Faculties may approve academic procedural manuals specific to their programs, provided they do not conflict with the Study and Examination Regulations and the Implementing Rules of King Abdulaziz University, and subject to approval by the Faculty Council and the Deanship of Admission and Registration.

Article (52)

The Universities Affairs Council shall interpret the provisions of these Regulations.



Chapter Eleven: General Provisions

Article (53)

These Regulations shall replace the Study and Examination Regulations for the University Stage issued by Higher Education Council Resolution No. (13/27/1423) dated 02/11/1423H, and shall repeal any provisions inconsistent therewith.

Article (54)

These Regulations shall come into effect as of the beginning of the academic year 1444H.

Appendix 1

Course grades shall be calculated as follows:

| Percentage | English Grade | Arabic Grade | English Symbol | Arabic Symbol | Weight (5 Scale) | Weight (4 Scale) |
|--------------|-----------------|-------------------------------|----------------|---------------|------------------|------------------|
| 95 to 100 | Exceptional | ممتاز مرتفع | A+ | +أ | 5.00 | 4.00 |
| 90 to <95 | Excellent | ممتاز | A | أ | 4.75 | 3.75 |
| 85 to <90 | Superior | جيد جدًا مرتفع | B+ | +ب | 4.50 | 3.50 |
| 80 to <85 | Very Good | جيد جدًا | B | ب | 4.00 | 3.00 |
| 75 to <80 | Above Average | جيد مرتفع | C+ | +ج | 3.50 | 2.50 |
| 70 to <75 | Good | جيد | C | ج | 3.00 | 2.00 |
| 65 to <70 | High Pass | مقبول مرتفع | D+ | +د | 2.50 | 1.50 |
| 60 to <65 | Pass | مقبول | D | د | 2.00 | 1.00 |
| Less than 60 | Fail | راسب | F | هـ | 1.00 | 0.00 |
| — | In Progress | مستمر | IP | م | - | - |
| — | Incomplete | غير مكتمل | IC | ل | - | - |
| — | Denial | محروم | DN | ح | 1.00 | 0.00 |
| 60 and above | No Grade – Pass | ناجح دون درجة | NP | ند | - | - |
| Less than 60 | No Grade – Fail | راسب دون درجة | NF | هد | - | - |
| — | Withdrawn | منسحب بعذر | W | ع | - | - |
| — | Exemption | معفى | E | عف | - | - |
| — | Continuous | مستمر | CN | م.س | - | - |
| — | Transferred | معادل أو محول | TR | ع.م | - | - |
| — | Retaken F Grade | مقرر بتقدير راسب أعيدت دراسته | XF | ه.س | - | - |
| — | Retaken | مقرر أعيدت دراسته | XG | أ.س | - | - |



Appendix 2

Example of Semester and Cumulative GPA Calculation

First Semester:

| Course | Credit Hours | Percentage | Grade Symbol | Grade Weight | Points |
|----------|--------------|------------|--------------|--------------|--------|
| ISLS 301 | 2 | 85 | B+ | 4.50 | 9.00 |
| Chem 324 | 3 | 70 | C | 3.00 | 9.00 |
| Math 235 | 3 | 92 | A | 4.75 | 14.25 |
| Phys 312 | 4 | 80 | B | 4.00 | 16.00 |
| Total: | 12 | | | | 48.25 |

$$\text{Semester One GPA} = \frac{\text{Total Points (48.25)}}{\text{Total Credit Hours (12)}} = 4.02$$

Second Semester:

| Course | Credit Hours | Percentage | Grade Symbol | Grade Weight | Points |
|----------|--------------|------------|--------------|--------------|--------|
| ISLS 104 | 2 | 96 | A+ | 5.00 | 10 |
| Chem 327 | 3 | 83 | B | 4.00 | 12 |
| Math 314 | 4 | 71 | C | 3.00 | 12 |
| Phys 326 | 3 | 81 | B | 4.00 | 12 |
| Total: | 12 | | | | 46 |

$$\text{Semester Two GPA} = \frac{\text{Total Points (46)}}{\text{Total Credit Hours (12)}} = 3.83$$

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

