



جامعة السلطان قابوس
Sultan Qaboos University

Academic Advising: **Student Handbook**

2017



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1. INTRODUCTION

This booklet is issued by Sultan Qaboos University to you as a handy reference and source of information on academic advising and counseling. It consists of four main sections: academic advising, counseling, academic information and supplementary information. It has been designed in a question-and-answer form to provide answers to your most common enquiries. We hope that you will find this handbook useful and that you will consult it as a *first step* towards resolving any problems you may face while at the University. Details of academic regulations are contained in the Undergraduate Academic Regulations (UAR), which is accessible from the Deanship of Admission and Registration website.

Information on regulations, scheduling deadlines and other academic information are sent to you from time to time via social media, email and SMS. It is important that you regularly check these services. You should especially make sure that your email account does not become full so that messages are not delivered.


2. ACADEMIC ADVISING

Sultan Qaboos University follows a credit semester system whereby progress towards graduation is through earning a specific number of credits in each semester which will count towards the total number of credits required for graduation. You will follow a degree plan issued under the cohort year in which you entered the University. It includes the required and elective courses that make up your degree together with a study plan that suggests the preferred sequence in which they are taken.

Under the credit semester system, you follow an academic programme commensurate with your potential and ability and which is responsive to your circumstances. Throughout your academic career at SQU, academic advising is an integral part of services offered by the University. In what follows, we will attempt to present clear answers to questions you may have.

2.1. What is the purpose of academic advising?

To progress smoothly through your degree plan, you must have accurate information about course requirements and how to fulfil them. The purpose of academic advising is to provide this guidance so that you may achieve your academic objectives. Academic advisors will carefully monitor your degree plan progress, ensuring that you conform to the various rules and regulations and, if necessary, assist you in overcoming any obstacles that might impede



successful completion of the degree. The academic advisor's approval must be sought in many decisions regarding academic progress.

2.2. Who acts as my academic advisor and how do I contact him/her?

The Assistant Dean for Undergraduate Studies (ADUGS) in your college will assign an academic advisor to you. The advisor is a faculty member and will generally be in your field of specialization. Depending on the college, this may occur as soon as you enter the University or when you begin your major programme. In case of degree plans jointly administered by two colleges (e.g. English, science, and mathematics programmes in the College of Education) two advisors may be assigned, one from each college. You will be provided with the room number of your academic advisor together with the telephone extension number and e-mail address.

2.3. What practical steps and objectives are involved in academic advising?

As soon as advisors are notified that you are in their advisee group they will have on-line access to your records in the Student Information System (SIS). These records are also visible to you through your own access to the SIS (Appendix 1). Additionally, advisors will open a “student file” in your name. This file is a personal checklist detailing courses to be studied throughout your entire degree programme. This will facilitate monitoring of your progress and reveal the requirements that you need to fulfil, and the time limits specified for their completion. If you have problems with these requirements, the advisor will clarify them or propose available alternative solutions.

The advisor's role is that of an interested and informed adult who, by his/her experience, is able to guide you in this period of your life. Thus, you can consult your advisor on social, psychological and career matters as well as on academic problems. If your advisor is unable to directly provide the answers or information that you require, you will be directed to an appropriate specialist. Academic advising is a service provided by the University to help you, so you should make the most of it.

2.4. How do I benefit from academic advising?

The University credit semester system can be especially confusing for secondary school graduates, or students from the Foundation Programme since degree plans should proceed according to a specified sequence of steps in a particular order. Advisors help you to understand these steps and procedures and aid in case of problems or conflicts. While their main function is to guide



you in important decisions affecting your programme of study, advisors' signatures may also be required for certain transactions such as study postponement or registration while on academic probation.

2.5. What if my problems are not academic problems?

Since advisors are teaching faculty with a broad experience of University life they may be able to help with or suggest ways of dealing with problems not directly connected with academic matters. In cases where problems are beyond your advisor's competence, he/she will be able to arrange specialist counseling in the college or University. Such arrangements will be made in the strictest confidence.

2.6. When do I have to meet my academic advisor?


Your advisor's approval is required for some academic matters as you progress from one semester to another in your degree plan such as registration, performance evaluation, choice and change of major, transfer to another college, postponement of study and withdrawal from the University as described below.

2.6.1. Preparation for Registration

Registration is the process by which you choose courses in accordance with your degree plan under the guidance of your academic advisor. You should familiarize yourself with details of your proposed or actual degree plan in the courses; maximum and minimum course loads allowed in each semester; course locations and timetables including that of final examinations; course instructors' names and offices; and pre-registration and registration deadlines. You should have a clear understanding of the following terms:

Degree Plan: A degree plan specifies the courses that you must complete and the sequence and order in which they should be completed. These courses are divided into University requirements, college requirements, and major (or specialization) requirements and further subdivided into compulsory or elective courses.

Semester Load: You may not register for more credits per semester than the number specified in the degree plan for that semester unless your advisor and the relevant authorities approve otherwise. In general, if you are on an 'Extended' *Course Load Status* you may take extra credits. However, if you are on academic 'Probation' you may not register for more than 12 or fewer than 9



credits (UAR-C8: Progression Standards). In addition, you must have satisfied all the relevant prerequisites and co-requisites before registering for a course.

2.6.2. Registration

Registration steps vary according to your academic progress:

- a. If you are still in the Foundation Programme (FP), the courses will automatically be registered for you before the start of the semester. After this you may be able to go on-line and add some credit courses.
- b. If you have completed the FP, when the timetable for the next semester is released, you may *pre-register* courses. This pre-registration assumes that you will pass all the courses of your current semester registration. Although this registration is done on-line, you should still consult your advisor. The registration procedure checks that:
 - i. there are no timetable conflicts in the registered courses,
 - ii. places are available in the proposed courses (maximum number of students per course),
 - iii. pre- and co-requisites have been met for each course,
 - iv. your registration does not exceed the credit or course total of your *Course Load Status*
 - v. there are no other obstacles.

On-line registration for regular semesters will continue until the end of the first week of the semester. Any exceptions to these conditions may only be resolved manually during the first week of the semester in the Drop and Add period. For example, if places are not available on a particular course, another section may be opened, or the instructor may be able to accommodate you through the *course authorisation* procedure. If neither option is possible, you will have to choose another course.

Once the registration process is completed you can print your timetable.

You have the chance to change your initial registration (also in consultation with your advisor). The effects of such changes on the GPA calculation shown on your transcript are as follows:

- a. If a course is dropped during the first week of scheduled classes, there is no effect on your transcript.
- b. If one or more courses are dropped during the period beginning the second week of classes and the halfway point of the semester, you will be given a "W" beside the course(s) on the transcript. The course shows on the transcript, but the GPA remains unaffected. Note that you can only withdraw 4 times during your period of study at SQU (UAR-B2: Drop and Add Undergraduate Academic Regulations Section).



- c. A course dropped after the halfway point will be designated "F" on your transcript and will affect both the semester GPA (sGPA) and the cumulative GPA (cGPA).

No course may be added after the first week of scheduled classes except in unusual individual circumstances and must be subject to the approval of the Head of Department (HoD) concerned, the Dean of Admissions and Registration and your academic advisor.

Manual registration changes should be made on the Drop and Add Form (Appendix 2) and must have prior approval and signature of the academic advisor and/or the Assistant Dean of the college.

2.6.3. Performance Evaluation

Your transcript showing results for each semester is available to you, your advisor, HoD and College Assistant Dean and Dean through their on-line access as soon as they are finalized and recorded in the Deanship of Admissions and Registration. The transcript shows the courses that you have studied since your first semester at the University, together with the grades achieved in each course, the sGPA, and cGPA, which are calculated, based on your performance in each semester you have completed to date. The transcript also indicates any course withdrawals, whether you have been placed on academic probation or whether you may register for an additional 3 credits because of outstanding performance. It is important to discuss your latest transcript with your advisor before registration for the following reasons:

- a. If you have been placed on academic probation the matter will always have to be discussed with your advisor and you may have to register manually.
- b. Even if you have not been placed on probation, your GPA may have dropped close to the cut-off point for probation (cGPA of 2.00 or two sGPAs below 2.00), and in this case your advisor may advise you to register for fewer credits than the normal course load to allow you to improve your level of performance.
- c. Your performance may be disappointing in a major or supplementary course and it may be useful to discuss with your advisor strategies to rectify this situation.
- d. In case your transcript shows outstanding performance, you may wish to consult your advisor regarding taking additional credits (Extended Load).
- e. Your advisor will be able to explain any symbols, technical terms or comments appearing on your transcript that are unclear to you.
- f. Studying your transcript with your advisor will ensure accuracy of the information on it. Your advisor will be able to initiate remedial action in case of inaccuracies.



2.6.4. Choice of Major/Change of Major

In colleges in which majors do not start in the first year, you should consult your advisor concerning choice of major since he/she will be able to inform you about prerequisites and other background information, as well as discussing how far your choice reflects your abilities and aspirations. Your adviser will also be able to inform you about career opportunities offered in various disciplines. Note that the duration of study in the University is counted from the semester you entered the University.

You may apply to change your major through the ADUGS Office, but you should meet your advisor well before doing so to discuss the implications and to check the prerequisites of the programme to which you intend to change. Note, however, that the limited places available for transfer are awarded on a competitive basis.

The procedure for change of major in the College of Education or in some programmes in the College of Arts and Social Sciences is treated in the same way as transfer to another college. Examples of the Choice/Change of major within colleges is provided in Appendix 3.

2.6.5. Transfer to Another College

If you are contemplating transfer to another college you must consult with your academic advisor in the first instance to discuss the matter. Such transfer request is made through on-line application process by the Deanship of Admission and Registration (A&R). Transfer depends on the approval of the colleges involved, as well as, the Dean of A&R. Note, however, there must be vacant places in the college to which you wish to transfer and that the places are awarded on a competitive basis. Importantly, you should be able to fulfil the conditions of acceptance of that college and complete the new degree within your time limit. The required conditions for transfer are given on the A&R website and may also be obtained from the appropriate ADUGS.

2.6.6. Postponement of Study

The University regulations permit temporary withdrawal from the University (postponement of study for a maximum of two semesters). If you are contemplating this, you should consult with your advisor who will explain to you the conditions for temporary withdrawal and the procedures that must be followed (Appendix 4).



2.6.7. Withdrawal from the University

Withdrawal from the University may occur in one of three ways:

- a. “Voluntary Withdrawal” is officially initiated at your request. If you are contemplating Voluntary Withdrawal, you must consult with your advisor beforehand to discuss the possible alternatives. You should complete the “Withdrawal from University Form”, which must be approved by your advisor (Appendix 4).
- b. “Unofficial Withdrawal” will occur if you do not register for two consecutive semesters.
- c. “Mandatory Withdrawal” from the University is officially initiated by the University and is made with the approval of the Dean of A&R and the Vice Chancellor. (UAR-B8: Withdrawal from the University). Mandatory Withdrawal, is usually a result of academic reasons or disciplinary action. Academic reasons could also be:
 - absence from registered classes
 - failure to meet conditions for the removal of academic probation status,

Disciplinary actions may include:


- attempts to disrupt the University's cultural, literary and other activities
- acts that violate honour, dignity, ethics or religious beliefs
- assault, threat or disrespect against any member of the University community

You may be considered for readmission to the University on an individual basis, but if you remain away from the University for more than two consecutive semesters you will not be considered for readmission.

2.7. What does the academic advisor expect from me?

In your own interest, your academic advisor expects that you will:

- a. familiarize yourself with the hours for advising agreed to with the advisor and observe them except in emergencies. The periods assigned for advising are distributed throughout the week on your advisor's schedule to enable you to choose a time that is convenient for you.
- b. get into the habit of seeing him/her every two or three weeks to review your progress and not simply appear at registration times.
- c. notify him/her of any academic problem as soon as possible since such problems are easier to solve if dealt with at the outset.
- d. consult him/her regarding any other problems that may have an adverse effect on your academic work. As well as being a member of the teaching faculty, your advisor can offer assistance or refer you to professional counseling or other specialist services.

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- e. exert yourself to the utmost in your academic work and avail yourself of the opportunities the University environment provides to develop your talents in order to do your duty to your family and your country.

2.8. Is the knowledge and implementation of the academic regulations the responsibility of the academic advisor?

On the contrary, following academic regulations is your responsibility. Your advisor is a source of information on academic rules and regulations and is responsible for monitoring your progress and guiding you in your decision-making **but, ultimately, you are responsible for knowing your academic regulations and fulfilling their requirements.**

2.9. Where can I find information in the academic regulations?

You should consult the standard reference on academic regulations for a full explanation as shown in the Undergraduate Academic Regulations booklet accessed from the A7R website. Updates that are also shown on the website.

3. COUNSELLING

Counselling represents the 'second level' of advisory services offered to you by the University.

Sultan Qaboos University has centres and provides services that supplement your academic programme. These can assist you in your academic preparation and achievement leading to the acquisition of important career skills. The Student Counseling Centre (SCC) at SQU is a very good example of such a centre.

Throughout the year, the SCC offers a variety of general courses and seminars dealing with the common issues faced by students such as study skills, time management and examination strategies. These do not require registration at the centre.

At the more specific level of advisory services for the individual, you may wonder about counseling. This information below provides answers to questions you may have.



3.1. What is Counseling?

When you first enter the University, you may face certain challenges that you may need to overcome in order to adjust to University life. Often you can overcome these challenges without many problems. However, if you face any challenge, which you consider you need some advice on overcoming, it is important for you to know that caring and confidential support is available to you. For example, it may be that you are missing family and school friends, finding it difficult to adapt to on-campus residence rules, having increasing study demands or specific new academic challenges. All or any of these factors may negatively influence your life at the University and make you feel stressed. You should remember that these problems can be solved and should be addressed before they get worse.

Counseling is a service provided by the SSC to help you face problems that affect your academic and social life at the University. This service is provided by guidance and counseling specialists who can analyze these problems and give you some strategies to deal with your challenges.

3.2. Who provides counseling?

Counseling is provided by specialists on psychological counselling with field experience in psychological counseling. The specialists also have knowledge and expertise in problem analysis strategies and ways of dealing with different problems to reduce their negative effects. Guidance and counseling specialists assist students in understanding the different parts of the problems and help them develop ways of dealing with them. This process is confidential and private based on the ethical code of the counseling profession.

3.3. How can I call the specialist?

You can reach the Student Counseling Centre directly through visiting the centre, via a telephone call, e-mail or through your academic advisor. When you feel that it is more suitable for you to consult with a specialist through your academic advisor, you should first tell your advisor about your need and the advisor will call the SSC to book an appointment for you. Sometimes, it might be your academic advisor who suggests to you to meet a guidance and counseling specialist. Remember that counseling is an optional service, which means it will not happen without your agreement. However, you can always benefit from the advice of a caring counselor who can show you that facing problems/challenges in life is normal and that having a problem does not mean you have a mental disorder.



3.4. Where does counseling take place?

Each meeting between you and the guidance and counseling specialist is called a "counseling session". You and the specialist are the two agents in this session. The counseling session takes place in a special counseling office that is very quiet and enables you and the specialist to make the most of the session time without any disturbance.

3.5. What type of problems does counseling deal with?

Counseling deals with any problems which cause sort of anxiety and psychological stress. These problems may influence your academic performance, adjustment to University life and social interaction. However, facing such problems does not mean you have a mental disease or disorder. They are ordinary life problems which may negatively affect anyone and could be academic, personal, social, familial, or of a vocational nature.

3.6. What kind of information is required from me in counseling? Am I asked to reveal private information?

Guidance and counseling specialists are committed to ethical principles that control the counseling profession and are stated in the code of ethics of guidance and psychological counseling profession. Privacy and confidentiality are at the top of the list of these ethical principles. Privacy means that you are the one who decides what information to declare and you are not obliged to share any information you do not want to. The requested information will never go beyond the area of your problem or the issue you come to talk to the guidance and counseling specialist about.

Confidentiality means that the personal information or the information about your problem that you reveal to the guidance and counseling specialist will remain confidential no matter how serious the problem is. In addition, in the first session, the specialist will let you know about your right of confidentiality and about all principles controlling counseling based on the code of ethics.

3.7. Who will know that I am receiving counseling?

Nobody will know unless you give your written consent.

3.8. How much time does counseling take?

Counseling sessions range between one session (a quick consultation) to several sessions, and each one lasts for up to 45 minutes. The number of sessions you take depends on the type of issue or problem which you come for and on how much joint effort the problem needs from you and the specialist.



3.9. What if the problem I suffer from seems to have a medical or physical nature?

If you need medical care, the guidance and counseling specialist will refer you to the appropriate department in Sultan Qaboos University Hospital.

Counseling is a service provided for you by the University during your University life to guarantee you get the maximum benefit from the educational and cultural opportunities provided at the University. Do not hesitate to seek this service when you need it.

4. STUDENTS WITH SPECIAL NEEDS

Established in 2009 the Special Needs Department, the Deanship of Student Affairs, caters to students with various disabilities. This department has been providing a wide range of services to students with special needs. Of paramount importance to this department is to help students achieve their academic goals despite their disabilities by providing them with the assistance that they need in their everyday lives at SQU. The problems faced by disabled students are multifarious, but mainly revolve around mobility within the University (accessibility of lecture rooms, bathrooms, offices, shops and student centers and other University amenities), health, academic and career issues as well as adjusting to social life at SQU (particularly building self-confidence and self-esteem). Staff in the Special Needs Department liaise with Student Counseling and the various University colleges and centres to solve problems encountered by disabled students. This Department is committed to providing the best possible academic support, technical services, welfare and assistance with social needs. The specific support and services rendered by this Department are enumerated on the relevant web page of the website for the Deanship of Student Affairs.

5. ACADEMIC INFORMATION

In this section, we draw your attention to important points of academic information with which you should be familiar. For full details, please refer to the UAR, which is available on the A&R website.

5.1. What are the degree requirements?

Degree **Requirements** are classified into several groups according to the level at which they are offered.

- a. University requirements are taken by all undergraduate students in the University,

- b. College requirements are taken by all students in a college,
- c. Major, minor and specialization requirements.

Electives are also available within the University, college, major, minor and specialization requirements. You will take some elective courses depending on your degree plan.

You should consult the degree plan and its associated study plan for the cohort of your major to familiarize yourself with the specific compulsory and elective courses that you will need to complete for your graduation. An example of a degree programme check list is shown in Appendix 5.

5.2. How is my performance evaluated and graded?

Letter grades are used to describe the achievement level attained in a particular course. A final semester grade is based on continuous assessment throughout the semester as well as a final examination. A final examination is usual, but may not be considered necessary in certain types of courses. For a more complete description of grades refer to the (UAR-C6: Grades).

a. Letter Grade Descriptions

- “A” for exceptional performance
- “B” for very good performance
- “C” for satisfactorily performance
- “D” for minimally acceptable performance
- “F” for unacceptable performance

b. Grade Scale

Each of the grades described above carries numeric value for computing a weighted average on a 4.00-point scale. These values are as follows: A (4.0 points), A⁻ (3.7), B⁺ (3.3), B (3.0), B⁻ (2.7), C⁺ (2.3), C (2.0), C⁻ (1.7), D⁺ (1.3), D (1.0), F, FW (0.0), FSP (0.0).

c. Other Grade Designations (without Numeric Value)

Ix = Incomplete, W = Withdrawn, TC = Transfer Credit, AU = Audit, P/NP = Pass/Not Passed, IP =In Progress are not included in the calculation of the GPA.



5.3. How do I calculate my grade point average?

The Grade Point Average (GPA) is a weighted average that summarizes semester and cumulative performance as follows:

- Semester GPA (sGPA) is calculated on the courses taken within a given semester
- Cumulative GPA (cGPA) is calculated on all courses taken to date, inclusive of all semesters.

sGPA and cGPA are calculated as follows:

- Each course taken in the semester is designated with a number of credits.
- Each course grade is designated with a numeric value.
- The numeric value of the grade is multiplied by the number of credits for the course. The result is called the grade points earned.
- Add grade points of all courses to get the total grade points earned in the semester.
- Divide the total grade points by the total credits attempted in the semester to get the semester grade point average.
- Similarly cGPA is calculated using all courses taken to date in all semesters.

As an example, a second year student has 84 points from 28 credits (attempted and earned) with a cumulative GPA of 3.00. In the next semester the following grades were obtained *in new courses without any repeats*:

Course code (credits)	Letter grade	Calculated points
CHEM2101 (4 credits)	C	$2.0 \times 4 = 8.0$
MATH2107 (4 credits)	C ⁻	$1.7 \times 4 = 6.8$
ERSC1007 (2 credits)	A	$4.0 \times 2 = 8.0$
ISLM1010 (2 credits)	B	$3.0 \times 2 = 6.0$
PHYS2101 (4 credits)	C ⁺	$2.3 \times 4 = 9.2$
Total credits = 16		Total points = 38

Semester GPA = $38/16 = 2.38$

New cGPA is calculated by:

Adding all the points together ($84 + 38 = 122$) and dividing them by the credits taken in this semester added to the previous total credits ATTEMPTED credits ($16+28 = 44$). Thus the cGPA = $122/44 = 2.77$

Note that both semester and cumulative GPAs are rounded up or down to two decimal places.

5.4. What are the progression standards?

Please note the following information:

- Students who achieve a minimum Grade Point Average of 2.00 on both sGPA and cGPA are considered to have a 'Normal' Course Load Status and may proceed without condition in their degree programme. Progression in some programmes, however, also requires a minimum grade(s) in specified courses.
- Students who achieve a minimum Grade Point Average of 3.00 on both sGPA and cGPA may be eligible to take credits more than the normal course load as defined by the college.
- However, students will be placed on academic probation if
 - cCGPA drops below 2.00
 - cGPA is 2.00 or above but the sGPA falls below 1.0
 - cGPA is 2.00 or above, but the sGPA is below 2.00 for two consecutive semesters.
- Students on probation will be required to reduce their course load to 12 credits, but not fewer than 9 credits during the fall or spring (regular) semesters. Except for some degree plans that specify courses to be taken during the summer, attending a summer session is a privilege rather than a right. In either case, however, if a full load (6 credits or more) is registered it will be counted towards probation when any of the above conditions are realised.
- Students on probation cannot register on-line and are required to consult their advisor to complete a form manually (Appendix 6) before taking it to the A&R. Additionally, the student's guardian may have to accompany them.
- Students on probation must raise their cGPA to at least 2.00 to return to 'Normal' status.
- Students are usually required to withdraw from the University for academic reasons after 4 probations. The full explanation of the probation regulations and exceptions for continued study are explained in the UAR-C10: Probation.



- It should be emphasized that getting off academic probation requires considerable effort on your part in order to make up the deficit in your GPA. You should consult your advisor to find out the grades you will need to achieve in order to restore your academic standing. Sample deficit GPA calculations are provided in Appendix 7.

5.5. Can I repeat courses?

A student must repeat any failed course that is required in the degree programme. Where the degree programme identifies choices or substitutes, a student may replace a failed course with one of these. Any course that is repeated must be repeated in its entirety. A student may also repeat a course in which any passing grade (up to a 'C' grade) has been earned. A student who fails a course more than once should explore other options such as registering in an allowable substitute as approved by the HOD, changing major, or transferring to another college. You must consult your academic advisor in such a case. Advice on course selection is provided in Appendix 8 and the 'Substitution Form for a Required Course in the Degree Plan' is shown in Appendix 9.


5.6. How do the attendance regulations affect me?

Students are expected to attend all lectures, laboratory and training sessions for the courses in which they are registered. In the case of non-attendance, the rules laid out in the UAR-B6: Attendance Policy will apply.

Depending on the number of contact hours in the course, if you miss more than 5% or 10% of the hours you (and your guardian) will receive a warning notice and at 15% or 20% a barring notice will be issued and a 'FW' grade will be entered on the transcript. Once you are barred, you will not be allowed to attend the final examination in the course, and, if the number of credits in the remaining courses falls below nine, you will be automatically withdrawn from the semester. Additionally, before registering for the next semester you will have to sign a notification that you understand that repetition of your poor attendance behavior will result in expulsion from the University.

5.7. Does the University recognise academic achievement?

The University will recognize those students who achieve high academic standing in their programmes on a semester basis by the publication of a



Dean's List and annually with the Excellent Students' List. The criteria to be eligible for recognition are shown in the UAR-C9: Academic Achievement.

5.8. What is the duration of my studies at SQU?

The total credits required to complete the degree programme varies from college to college, and is based on 15-18 credits per semester as shown in the degree plan.

Should your credit loads fall below that required by the degree plan, either because you choose to register a minimum semester credit load, withdraw from courses or repeat courses to improve your cumulative GPA, you are still expected to accumulate a reasonable number of credits for any given semester you have studied at the University. For example, after five semesters (after FP) you must have earned at least 37 credits otherwise you will be required to withdraw from the University (UAR-D6). This total is easily achievable especially as your degree plan may indicate that you should have completed 75 (15 x 5) credits or more. Consult the UAR and your advisor to find out the limits of permissible exceptions.

5.9. What are the requirements for graduation?

In order to qualify for graduation, you must have completed the requirements of your degree programme with a minimum cumulative GPA of 2.00, have fulfilled any additional requirements specified by the degree plan such as major GPA, industrial work experience, and completed the on-line request for graduation.

A degree audit will calculate the final *graduating GPA* based on all courses within the degree plan. Extra courses, for example, those from a previous major before transferring or more than six credits of University electives, will not be included in the GPA calculation. Depending on the grades of the extra courses, the graduating GPA may increase or decrease.

Note that graduating students may take extra credits above the normal course load (UAR-C8-2). Appendix 10 shows the form for 'Overload Request for a Grading Student.'

5.10. How are degrees classified?

The graduating cGPA determines the classification that will appear on your degree certificate as indicated by the following table:



Distinction with Honours	3.75-4.00
Distinction	3.30-3.74
Very Good	2.75-3.29
Good	2.30-2.74
Pass	2.00-2.29

5.11. What is the graduation ceremony?

There is an annual graduation ceremony when degrees are conferred upon all students who have fulfilled the requirements for graduation, are in good standing with the University, and are free of debt to the University such as library loans or equipment loans from other departments (UAR-D2: Requirements for Graduation). See Appendix 11 'Graduation Clearance Form').


The University holds two ceremonies for graduation. His Majesty the Sultan or his designated representative distributes the certificates and you will receive your degree certificate in descending order of your graduating GPA within your major.

6. SUPPLEMENTARY INFORMATION

6.1. Deanship of Students Affairs

The Deanship of Student Affairs oversees all aspects of student welfare, including accommodation and student activities through its four departments of Religious Activities, Cultural Activities, Sporting Activities and Social Activities. Its overall aim is to nurture and develop students' personal qualities, foster their talents, and reinforce their sense of national identity, as well as providing material and moral support when needed. Students should respect academic rules and regulations and to safeguard University property in order to create a stable and orderly learning environment. The Deanship of Student Affairs issues a number of booklets and other publications about its activities, rules of student conduct etc. Please obtain copies of these for your own information. The Deanship of Student Affairs discharges its responsibilities by offering a number of services, including:

- Reception of new students at the beginning of each academic year.
- Direct supervision of campus residences.
- Organizing and supervising student activities such as visits, excursions, cultural and drama competitions at the University or abroad, as well as camps, social services, exhibitions and scouting activities in the Sultanate.
- Providing transport for students living off-campus.

- 
-
- e. Providing transport at the beginning and end of each semester for students living on-campus and students from the GCC states.
 - f. Providing health care for students.
 - g. Providing religious guidance.
 - h. Organizing financial support for deserving students.
 - i. Organizing sporting activities (there are modern sports halls for male and for female on campus).
 - j. Coordinating information about student affairs.

In addition, the Deanship of Student Affairs normally organizes an Orientation Week in September (at the start of the academic year) to introduce new students to the University facilities, colleges and residences and familiarize them with all aspects of University life. The programme lasts for over one week and includes:

- a. Reception for students living on-campus and allocation of residential accommodation. Meeting with Deanship of Student Affairs personnel to introduce students to University life.
- b. Meeting with Deanship of Admissions and Registration personnel to explain registration procedures and academic rules and regulations.
- c. Meeting with His Excellency the Vice Chancellor in the Conference Hall at which the Vice Chancellor makes a speech welcoming the new students and distributes merit certificates for outstanding performance to existing undergraduates.
- d. Guided tour of the Main Library and its facilities.
- e. Meeting with the Centre for Preparatory Studies personnel for a briefing on its services and English, mathematics and IT placement tests.
- f. Visiting the University Hospital.
- g. Meeting with the faculty of the different colleges.

6.2. Main Library

The main library houses different types of informational media, ranging from books and periodicals to audio-visual materials and CD-ROMs relating to the courses studied at the University. The library's holdings are available on-line and its doors are open to students and staff from morning to evening.

A number of handbooks and leaflets are available detailing the library's services, as well as its hours of opening and closure, which may vary from time to time. As part of its service, the library lays on sessions to familiarize borrowers and users with its contents and how to access them.



6.3. Centre for Preparatory Studies (CPS)

The Centre for Preparatory Studies provides foundation programme courses in English language, mathematics and information technology instruction. It also provides English language credit courses for students of the various colleges according to the needs and nature of their degree plans. The facilities in the centre include computer laboratories, a writing and tutorial centre and library. For further details on the Centre for Preparatory Studies services you should obtain a copy of the Student Guide produced by the centre. The centre also includes a national IELTS testing centre.

6.4. Centre for Educational Technology (CET)

The Centre for Educational Technology offers specialist services to the University in the form of technical support, teaching-material design, and provision of educational media through Moodle. In addition, CET's specialist departments make sight and sound recordings of University activities such as the annual graduation ceremony, conferences, seminars and concerts.

6.5. Centre for Information Systems (CIS)

In cooperation with CET, CIS provides computers and computer networks to all colleges and centres of the University together with the necessary technical support and backup. CIS is also responsible for the Portal and the on-line SIS services that you require. CIS issues your University email username and is responsible and for monitoring and policing your web activity.

6.6. Security Office

The police maintain an active presence on campus, checking on entrance to the campus, supervising traffic and ensuring good behaviour at all times.

6.7 Other Campus Facilities

The following facilities are also available on campus:

- a. The University mosque
- b. Bank
- c. Post Office
- d. Bookshop/Stationery shops
- e. Clinic for male and female students
- f. Supermarket
- g. Separate recreation rooms for male and female students
- h. Main cafeteria
- i. Coffee shops in some colleges and centres

7. APPENDICES

APPENDIX 1. Students' on-line screens for Adviser and Student

SULTAN QABOOS UNIVERSITY
DEANSHIP OF ADMISSIONS & REGISTRATION

Welcome Ab Mohammed Al

[Logout](#)

Registration	Grades	Service Request	Others
Master Timetable	Student Transcript	Expected to Graduate Letter	Student Address
Online Registration	GPA Calculator	Transfer Request	My Account
Course Drop with "W"	Degree Audit	Student Minimum Accepted Credits	
Student Status Enquiry			

© Center for Information Systems

Your advisor has similar facilities for his/her SIS user account

SULTAN QABOOS UNIVERSITY
DEANSHIP OF ADMISSIONS & REGISTRATION

Welcome David

[Logout](#)

Welcome to SIS Online Services.. Please click the desired link.

[عربي](#)

Advisees List	Students Class List	Degree Audit	GPA Calculator
Online Grades Entry	Instructor Timetable	Master Time Table	Student Minimum Accepted Credits
FW Notification	Students on Probation List	Room Booking Report	Student Address
Student Status/Registration Enquiry	Student Transcript	My Account	Withdraw Approval

© Center for Information Systems

APPENDIX 3. Choice/Change of Major



SULTAN QABOOS UNIVERSITY

College of Agricultural and Marine Sciences
Assistant Dean for Undergraduate Studies Office
Change of Major Form

Student's Name: _____ ID & Cohort: _____/_____

Current Major: _____ CGPA: _____

Total credits completed in the current major (major requirements & electives only): _____

Current Minor: _____

Expected Graduation Date: Fall 20 ____ Spring 20 ____ Summer 20 ____

Requested Major: _____

If the major change request get accepted, the Minor will be in: _____

Basic Courses Completed & Grade:

Title	Course Code	Grade	Remarks
General Biology I	BIOL2101		
Introduction to CAMS	CAMS2000		
General Chemistry I	CHEM2101		
English for CAMS I	LANC2140 or LANC2145		
English for CAMS II	LANC2141 or LANC2146		
Pre-Calculus	MATH1106		
Calculus	MATH2107		
General Physics I	PHYS2101		

Student's Signature: Date:

Advisor's Name/Signature: Date:

HoD's Name/Signature: Date: Date:

For Assistant Dean for Undergraduate Studies office use only:

The application is **accepted / not accepted**. If accepted, the new advisor is:

Signature of ADUS: Date:



Conditions/important points:

- 1- Major changes are allowed only once and within the first year of the current major.
- 2- Students applying for a major change must meet admission requirements of the requested program and should have passed one science course, LANC2141, and the introductory course of his/her current major.
- 3- The new major will count only the courses relevant to the program. **Note:** not counting some of the courses may delay graduation.
- 4- For non-vacant major, the applicant should have “a minimum of 2.3 cumulative GPA” or “higher than the last admitted student” in case the last admitted student had a cumulative GPA higher than 2.3.
- 5- Priority of major allocation will be given to students without major during the major selection period.
- 6- In all cases and without exception, the maximum allowable transfer should not exceed 10% of the assigned number in each major.

Student's Signature:

APPENDIX. 4 Study Postponement and Withdrawal from the University Forms

استمارة إخلاء طرف تأجيل دراسة Student's Clearance / Postponement form

Sultan Qaboos University
Deanship of Admissions & Registration



جامعة السلطان قابوس
عمادة القبول والتسجيل

استمارة إخلاء طرف انسحاب
Student's Clearance / Withdrawal form

Students Details: بيانات الطالب:

Student's Name: اسم الطالب:

ID No: الرقم الجامعي:

College: الكلية:

Major: التخصص:

Date of Application: تاريخ التقديم بالطالب:

Reason: السبب:

.....

Approvals: الاعتمادات:

Student's College: كلية الطالب:

Asst. Dean: مساعد العميد:

Academic Advisor: المشرف الأكاديمي:

College Administrator: المدير الإداري:

College Library: مكتبة الكلية:

College Stamp: ختم الكلية:

Finance Department: دائرة الشؤون المالية:

Stamp: ختم:

University Security Officer: ضابط أمن الجامعة:

Stamp: ختم:

Deanship of Students Affairs: عمادة شؤون الطلبة:

Social Services Department: دائرة الخدمات الاجتماعية:

Cultural Department: دائرة الأنشطة الطلابية:

Stamp: ختم:

Main Library: المكتبة الرئيسية:

Stamp: ختم:

Deanship of Admissions & Registration: عمادة القبول والتسجيل:

Signature: التوقيع:

Stamp: ختم:

-Note:

- Any records for Student Can Only be released after all Signatures Obtained

ملاحظات:

- لن نسلم مستندات الطالب إلا بعد الحصول على جميع التوقيعات ومع تسليم البطاقة الجامعية.



APPENDIX 5. Example of a Degree Programme Study Plan

Each programme has its own work or study plan as part of the degree. They can be accessed and downloaded from either the college/department or Deanship of Admissions and Registration websites

DEPARTMENT OF FOOD SCIENCE AND NUTRITION

HUMAN NUTRITION

Study Plan: for Cohort 2014

Sem.	Course Code	Course Title	Cr.	Pre-req./Co-req.*	Cat.
ONE FALL		Foundation Program	0		UR
	TOTAL		0		
TWO SPRING	ARAB1001	Arabic	3		UR
	CAMS2000	Intro. CAMS	0		CR
	CAMS2003	Intro. to Food & Resource Economics	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
	CHEM2101	General Chemistry I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604), FPMT(0105 or 0109)	CR
	LANC2140	English for CAMS I	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
		University Elective	2		UE
	TOTAL		15		
THREE FALL	HIST1010	Oman & Islamic Civilization	2	=ISLM1010	UR
	BIOL2101	General Biology I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CR
	LANC2141	English for CAMS II	3	LANC(2140 or 2142)	CR
		University Elective	2		UE
		University Elective	2		UE
	FSHN2301	Introduction to Human Nutrition	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
	TOTAL		16		
FOUR SPRING	SOCY1001	Contemporary Omani Society	1	= SOCI3320	UR
	CAMS3000	Seminar & Presentation Skills	2	CAMS2000, FPCS(0101 or 0102), FPMT(0105 or 0109), LANC2141	CR
	CAMS3001	Biometry & Experimental Design in AMS	3	CAMS2000, FPCS(0101 or 0102), FPMT(0105 or 0109), LANC2141	CR
	PHYS2101	General Physics I	4	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604), FPMT(0105 or 0109)	CR
	FSHN2101	Principles of Food Science	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
		College Elective	3	FPEL(0560 or 0600 or 0601 or 0602 or 0603 or 0604)	CE
	TOTAL		16		
FIVE FALL	FSHN2102	Prin. of Food Science – Application Lab	2	FSHN2101	AR
	FSHN2302	Principles of Biochemistry	3	BIOL2101, CHEM2101	AR
	FSHN3304	Food Service Systems – Production & Purchasing	3	FSHN2101 + (CAMS2003)	AR
	NURS2016	Anatomy & Physiology II with Lab	4	NURS 1010	AR
	FSHN3305	Macronutrients in Human Nutrition	3	FSHN2301, (BIOL2101 or CHEM2101)	AR
		TOTAL		15	
SIX SPRING	NREC3107	Food Service Systems – Operation Management	3	FSHN2102 or NREC3101	AR
	LANC2034	Academic English for Nutrition	3	LANC2141	AR
	NURS1010	Anatomy & Physiology I with Lab	4		AR
	FSHN3306	Micronutrients in Human Nutrition	3	FSHN3305	AR
	FSHN3307	Nutrition Assessment & Planning	3	FSHN 2301	
		TOTAL		16	

APPENDIX 6. Registration Form for Advanced Probation Students

Students who are on probation cannot register on-line and have to use this form.

Sultan Qaboos University
Deanship of Admissions and Registration



جامعة السلطان قابوس
عمادة القبول والتسجيل

استمارة تسجيل طلبة الملاحظة الأكاديمية Registration Form for Probation Students

Student's Information	معلومات عن الطالب
Name:.....	الذمعة/Cohort..... /الرقم الجامعي ID الاسم
Major/التخصص.....	الكلية/College..... الفرعي/Minor.....
Academic Information معلومات أكاديمية	
Semester to be registered/الفصل المراد تسجيله.....	Number of Sem in credit/ عدد الفصول المنجزة / Sem GPA / المعدل التراكمي
Earned credits/عدد الساعات المكتسبة.....	Attempted credits/عدد الساعات المحسبة.....
Cum GPA / المعدل التراكمي	Sem GPA / المعدل الفصلي
Probation Type <input type="checkbox"/> فصلية / Sem <input type="checkbox"/> تراكمية / Cum <input type="checkbox"/> فصلية وتراكمية / Sem&Cum	
Probation Sequence <input type="checkbox"/> Prob 02/الثانية <input type="checkbox"/> Prob 03/الثالثة <input type="checkbox"/> Others/أخرى.....	
Recommendation: Based on the above information, the student must register/repeat courses according to the following tables:	
التوصية: بناءاً على المعلومات اعلاه على الطالب تسجيل/اعاده المقررات حسب الجداول التالية:	

First: Courses to be Repeated

أولاً: المقررات التي يجب إعادتها

رمز المقرر ورقمه Course Code & No	اسم المقرر Course Title	الشعبة Section	الساعات Credits	موافقة مساعد عميد المقرر Course Asst. Dean Approval	الدرجة المطلوبة الدرجة القديمة Old Grade	الدرجة المطلوبة Target grade	أقل معدل فصلي Minimum Sem GPA

Second: New courses to be Registered

ثانياً: المقررات الجديدة التي يجب تسجيلها

رمز المقرر ورقمه Course Code & No	اسم المقرر Course Title	الشعبة Section	الساعات Credits	موافقة مساعد عميد المقرر Course Asst. Dean Approval	الدرجة المطلوبة Target grade	أقل معدل فصلي Minimum Sem GPA

According to the Undergraduate Academic Regulations, the student's current semester number is (.....), in which he/she should earn more than (.....) credits to avoid being withdrawn from University. If the student passes all the above recommended courses, his/her total earned credits will be (.....) with a Semester and Cumulative GPA more than or equal 2.00.

بناءاً على النظام الأكاديمي يعتبر الفصل الحالي هو الفصل رقم (.....) للطالب، وعلى الطالب إنجاز أكثر من (....) ساعة مكتسبة ليتفادي مطالته بالانسحاب بسبب إجمالي عدد الساعات المكتسبة المطلوبة مع نهاية كل فصل دراسي. عند نجاح الطالب في المقررات اعلاه واستيفاء ما جاء بها من توصيات فإن إجمالي عدد الساعات المكتسبة سيكون (.....) بمعدل فصلي وتراكمي أكبر من أو يساوي 2.00.

ملاحظة المشرف الأكاديمي:.....

Advisor's comment:.....

Advisor's Name and signature:.....

Student's signature:.....

HOD's Name and signature:.....

Asst.D's in charge, Name and signature:.....

Date:..... College Stamp:.....

Receiving Date and signature by Admissions and Registration personnel:

توحيه: تعباً هذه الاستمارة عن طريق المرشد الأكاديمي للطالب/المشرف الأكاديمي للتسجيل.



The second page of the form has important information regarding required credits to avoid being asked to leave the University.

<p>The following system applies for the 2011 cohort onwards</p> <p>The Probation course load status progression will be: Prob01, Prob02, Prob03.</p> <p>The following messages will appear on the transcripts: First Probation: Warning Second Probation: Final Warning Third Probation: Required to withdraw from the University for Academic Reasons</p> <ul style="list-style-type: none"> Unless the semester GPA falls below 1.00, the first semester in credit should not count towards probation. The probation status progressions are consecutive. If a student goes back on probation after leaving it, he/she will return to the level in which he/she was last time. For example: Normal > Probation 1 > Probation 2 > normal > Probation 2 > Probation 3. <p>A student could be re-admitted if all of the following criteria are satisfied:</p> <ul style="list-style-type: none"> - A minimum semester GPA of at least 1.80 - A minimum cumulative GPA of at least 1.80 - Achieve a minimal satisfactory credit accumulation during study at the university as laid out in the below table: <table border="1" data-bbox="166 755 614 989"> <thead> <tr> <th>Semester in Credit</th> <th>Acceptable number of Credits earned</th> </tr> </thead> <tbody> <tr><td>3</td><td>30</td></tr> <tr><td>4</td><td>40</td></tr> <tr><td>5</td><td>50</td></tr> <tr><td>6</td><td>60</td></tr> <tr><td>7</td><td>70</td></tr> <tr><td>8</td><td>80</td></tr> <tr><td>9</td><td>90</td></tr> <tr><td>10</td><td>100</td></tr> <tr><td>11</td><td>110</td></tr> <tr><td>12</td><td>121</td></tr> <tr><td>13</td><td>133</td></tr> </tbody> </table> <p>Note: Semesters in credit are counted in the probation regulation once the student is registered in 9 credits and above regardless of the student not finishing FP requirements.</p>	Semester in Credit	Acceptable number of Credits earned	3	30	4	40	5	50	6	60	7	70	8	80	9	90	10	100	11	110	12	121	13	133	<p>نظام الملاحظة الأكاديمية المطبق على دفعة 2011 وما بعدها</p> <p>يكون ترتيب الملاحظة الأكاديمية في سجل الطالب الدراسي كما يلي: ملاحظة أولى، ملاحظة ثانية، ملاحظة ثالثة. وتظهر العبارات التالية في كشف الدرجات: - ملاحظة أكاديمية أولى/إنذار - ملاحظة أكاديمية ثانية/إنذار نهائي - ملاحظة أكاديمية ثالثة/مطالب بالانسحاب من الجامعة لأسباب أكاديمية</p> <ul style="list-style-type: none"> • لن يحسب الفصل الدراسي الأول من الملاحظة الأكاديمية ما لم يحصل الطالب على معدل نقاط التقدير الفصلي أقل من 1.0 • أن يكون تعاقب الملاحظة الأكاديمية بشكل متتالي • عند عودة الطالب للملاحظة الأكاديمية بعد خروجه منها، يوضع في نفس الملاحظة الأكاديمية التي سبق له الحصول عليها، على سبيل المثال: عادي < ملاحظة 1 < ملاحظة 2 < عادي < ملاحظة 2 < ملاحظة 3. <p>في الملاحظة الأكاديمية الثالثة/ مطالب بالانسحاب من الجامعة لأسباب أكاديمية</p> <ul style="list-style-type: none"> - يمكن أن يمنح الطالب فرصة لإعادة قيده في الجامعة إذا ما حقق ما يلي: - معدل فصلي (1.8) كحد أدنى، - معدل تراكمي (1.8) كحد أدنى، - انجاز الساعات المعتمدة الموضحة في الجدول أدناه على الأقل خلال فترة دراسته في الجامعة: <table border="1" data-bbox="614 755 1058 989"> <thead> <tr> <th>رقم الفصل الدراسي</th> <th>عدد الساعات المطلوب على الأقل إنجازها</th> </tr> </thead> <tbody> <tr><td>3</td><td>30</td></tr> <tr><td>4</td><td>40</td></tr> <tr><td>5</td><td>50</td></tr> <tr><td>6</td><td>60</td></tr> <tr><td>7</td><td>70</td></tr> <tr><td>8</td><td>80</td></tr> <tr><td>9</td><td>90</td></tr> <tr><td>10</td><td>100</td></tr> <tr><td>11</td><td>110</td></tr> <tr><td>12</td><td>121</td></tr> <tr><td>13</td><td>133</td></tr> </tbody> </table> <p>ملاحظة: احتساب عدد الفصول الدراسية في قانون الملاحظة الأكاديمية يبدأ من تسجيل الطالب لعدد تسع ساعات معتمدة وأكثر بغض النظر عن كون الطالب لم ينهي متطلبات البرنامج التأسيسي.</p>	رقم الفصل الدراسي	عدد الساعات المطلوب على الأقل إنجازها	3	30	4	40	5	50	6	60	7	70	8	80	9	90	10	100	11	110	12	121	13	133								
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<p>Duration of study in the University For the 2011 cohort onwards, and irrespective of their course load status, students should achieve a minimal satisfactory credit accumulation during study at the University as laid out in the table:</p> <table border="1" data-bbox="166 1180 614 1458"> <thead> <tr> <th>Semester in credit</th> <th>Acceptable number of credits earned</th> </tr> </thead> <tbody> <tr><td>1</td><td>0-12</td></tr> <tr><td>2</td><td>1-24</td></tr> <tr><td>3</td><td>13-36</td></tr> <tr><td>4</td><td>25-48</td></tr> <tr><td>5</td><td>37-60</td></tr> <tr><td>6</td><td>49-72</td></tr> <tr><td>7</td><td>61-84</td></tr> <tr><td>8</td><td>73-96</td></tr> <tr><td>9</td><td>85-108</td></tr> <tr><td>10</td><td>97-120</td></tr> <tr><td>11</td><td>109-132</td></tr> <tr><td>12</td><td>121-144</td></tr> <tr><td>13</td><td>133-156</td></tr> </tbody> </table> <p>Note: Semesters in credit are counted in the Duration of Study regulation once the student completed the FP requirements. Summer semesters are not counted.</p>	Semester in credit	Acceptable number of credits earned	1	0-12	2	1-24	3	13-36	4	25-48	5	37-60	6	49-72	7	61-84	8	73-96	9	85-108	10	97-120	11	109-132	12	121-144	13	133-156	<p>مدة الدراسة بالجامعة : للندعات من 2011 وما بعد ويغض النظر عن الوضع الدراسي، على الطالب استكمال حد أدنى من الساعات التراكمية المعتمدة كما هو مبين في الجدول المقل:</p> <table border="1" data-bbox="614 1180 1058 1458"> <thead> <tr> <th>الفصول الدراسية</th> <th>عدد الساعات المعتمدة المكتسبة المقبولة</th> </tr> </thead> <tbody> <tr><td>1</td><td>12-0</td></tr> <tr><td>2</td><td>24-1</td></tr> <tr><td>3</td><td>36-13</td></tr> <tr><td>4</td><td>48-25</td></tr> <tr><td>5</td><td>60-37</td></tr> <tr><td>6</td><td>72-49</td></tr> <tr><td>7</td><td>84-61</td></tr> <tr><td>8</td><td>96-73</td></tr> <tr><td>9</td><td>108-85</td></tr> <tr><td>10</td><td>120-97</td></tr> <tr><td>11</td><td>132-109</td></tr> <tr><td>12</td><td>144-121</td></tr> <tr><td>13</td><td>156-133</td></tr> </tbody> </table> <p>ملاحظة: احتساب عدد الفصول الدراسية في قانون مدة الدراسة يبدأ من بعد أن ينجز الطالب متطلبات البرنامج التأسيسي ولا تحسب الفصول الصيفية.</p>	الفصول الدراسية	عدد الساعات المعتمدة المكتسبة المقبولة	1	12-0	2	24-1	3	36-13	4	48-25	5	60-37	6	72-49	7	84-61	8	96-73	9	108-85	10	120-97	11	132-109	12	144-121	13	156-133
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APPENDIX 7. Sample Deficit GPA Calculation

Suppose a student is on probation with a cumulative GPA of less than 2.00. He is limited to 12 credits and wants to know what it will take to get the cumulative GPA to 2.00.

- The starting point is to look at the bottom line of the transcript to see the "Total Credits Attempted", "Total Credits Earned", "Total Grade Points" and the semester and cumulative GPA values.
 - If the credits attempted are greater than credits earned it usually means that the student has failed (F) one or more courses.
 - If there is no difference between the two numbers, then it means that all courses have passing grades (D and above).
 - If the semester GPA is below 2.00, then, in the following semester it has to be above 2.00 to avoid continued probation.

- Identify which courses will be taken in the following semester and work out their impact on the "Total Credits Attempted" as this is crucial for calculating what the semester GPA will have to be to return to "Normal" course load status. This is best explained with the following examples:
 - In the first example a student's transcript shows:
Semester GPA 0.60, Cumulative GPA [CGPA] 1.88, Total Credits Attempted 29, Total Credits Earned 25, Total Grade Points 54.6
Registering 12 credits of new courses takes the "Total Credits Attempted" to 41 (29 + 12).
Total points required to reach CGPA of 2.00 is 82 (41 x 2.00)
Points required in the semester are 27.4 (82 – 54.6).
Semester GPA should be 2.28 (27.4/12) to reach a CGPA of 2.00
Thus Four 'C+' grades will allow the student to return to a normal course load status

 - If the 12-credit registration included repeating the failed 4-credit course, then Total Credits Attempted is 37 (29 + 8)
Total points required to reach CGPA of 2.00 is 74 (37 x 2.00)
Points required in the semester are 19.4 (74 – 54.6)
Semester GPA should be 1.62 (19.4/12) to reach a CGPA of 2.00
BUT because the previous semester GPA was below 2.00, this semester GPA must be 2.00 (24/12)
the new CGPA will be 2.12 [(54.6 + 24)/(29 + 8)]



- In the second example, a student's transcript shows Semester GPA 2.59 CGPA 1.88, Total Credits Attempted 35, Total Credits Earned 35, Total Grade Points 65.7.
Registering 12 credits in all new courses takes the "Total Credits Attempted" to 47 (35 + 12).
Total points required to reach CGPA of 2.00 is 94 (47 x 2.00)
Points required in the semester are 28.3 (94 – 65.7)
Semester GPA should be > 2.358 (28.3/12) to reach a CGPA of 2.00
Grades of 'C+' and 'B-' will allow the student to return to a normal course load status.

- If the 12-credit registration included repeating two 3-credit courses with low grades ('D' and 'D+') then "Total Credits Attempted" is 41 (35 + 6)
But the Total Grade Points are reduced by removing the points for the two courses. For the 'D' -3 points (1 x 3) and for the 'D+' -3.9 (1.3 x 3)
Used grade points becomes: 58.8 (65.7 – 6.9)
Total points required to reach CGPA of 2.00 is 82 (41 x 2.00)
Points required in the semester are 23.2 (82 – 58.8)
Semester GPA should be 1.93 (23.2/12) to reach CGPA of 2.00
'C' grades will be sufficient for the student to return to a normal course load

- In most cases, repeating a course is the best way to return to a normal course load status provided that the minimum acceptable semester credit accumulation is met.




APPENDIX 8. Course Selection

If a student has not passed the prerequisites required to take up a normal course load for a given semester, then he/she has the following options:

1. Take an alternative required or elective course for which he/she has passed all prerequisites.
2. Retake a course which he/she has failed in a previous semester.
3. Take an extra elective course (this does not contribute toward the graduation requirements).
4. Take a reduced load (this acts to delay graduation).



APPENDIX 9. Substitution Form for a Required Course in Degree Plan


Sultan Qaboos University
Deanship of Admissions and Registration
Graduation Department
Substitution Form for a Required Course

Student's Information

Student's name: _____ Mobile: _____
College: _____ Student's ID: _____ Cohort : _____
Major: _____ Minor: _____ Specialization: _____

The required course in the degree plan to be substituted:

Title: _____ Code: _____ Credits: _____
Course College: _____ Course Department: _____

The required course is:

College Requirement Department Requirement Others _____

Information of the course to be registered and considered:

Course Title: _____ Code: _____ Credits: _____
Course College: _____ Course Department: _____
Substitution reasons:

Opinion of the registered course's HoD:

HoD's Name: _____ Signature: _____ Stamp _____

Student's signature: _____ Date: _____
Academic advisor's name/signature: _____ Date: _____
Student's HOD's name/signature : _____ Date: _____
Student's Assistant Dean for Undergraduate Studies Approval :
Name/signature: _____ Date : _____ Stamp: _____

In case the course to be taken is from another college:

Course HoD's Name/Signature : _____ Date: _____
Course Assistant Dean for Undergraduate Studies:
Name: _____ Signature: _____
Date: _____ Stamp _____

Please notice:

- A transferred student from a college to another must know the courses considered in his/her new degree taken from previous college
- Additional documents may be required by Deanship of Admissions and Registration in order to process the request
- A university elective course cannot be substituted for college/ department/major required/elective courses.
- This form has to be approved before course registration
- Course description should be attached

APPENDIX 10. Overload Request for a Graduation Student



Sultan Qaboos University

Course Overload Request for expect to graduate student

College of _____

Student's Name: _____ ID & Cohort: _____

Major: _____ CGPA: _____

Number of Credits Completed: _____ Number of Credits Remaining to Graduate: _____

Expected Graduation Date: Fall 20____ Spring 20____ Summer 20____

Kindly, make (in the table below) your study plan until graduation:

Fall _____			Spring _____		Summer _____	
No.	Course Code	Cr.	Course Code	Cr.	Course Code	Cr.
1						
2						
3						
4					Total	
5						
6						
7						
Total			Total			

Student's Signature: _____ Date: _____

Advisor's Name/Signature: _____ Date: _____

HoD's Name/Signature: _____ Date: _____

For Assistant Dean for Undergraduate Studies office use only:

Signature of Assistant Dean for Undergraduate Studies: _____ Date: _____

College's Stamp

- Add and Drop form should be attached



APPENDIX 11. Graduation Clearance Form

Sultan Qaboos University
Deanship of
Admissions & Registration
Graduation Affairs Dept.



جامعة السلطان قابوس
عمادة القبول والتسجيل
دائرة شؤون الخريجين

إستمارة إخلاء طرف خريج GRADUATION CLEARANCE FORM

Student Name:.....إسم الطالب/ الطالبة:

I.D. No.:.....الرقم الجامعي:

College/ Major:.....الكلية والتخصص:

Clearance Formalities: إجراءات إخلاء الطرف:
Please get all the Signs and stamps from the concerned يرجى الحصول على جميع التواقيع والأختام من ذوي الاختصاص
Student College: كلية الطالب:
College Administrator:.....المدير الإداري:
College Library Officer:.....مسؤول مكتبة الكلية:
Textbooks' Officer:.....مسؤول الكتب الدراسية:
Deanship of Student Affairs: عمادة شؤون الطلبة:
Director, Cultural and Sports Activities:.....مدير الأنشطة الثقافية والرياضية:
Director, Social Services:.....مدير الخدمات الإجتماعية:
Counseling and Religious Guidance:.....دائرة الإرشاد والتوجيه الديني:
(Librarian, SQU Mosque Library) (أمين مكتبة المسجد)
Director of Administration:.....المدير الإداري:

ختم عمادة شؤون الطلبة

Administrator, Main Library:.....المدير الإداري بالمكتبة الرئيسية:

Finance Department:.....دائرة الشؤون المالية:
(self-sponsored) (الدارسين على نفقهم الخاصة)

Security Office:.....أمن الجامعة:

(Medical Students Only) (طلاب كلية الطب فقط)
Medical Library Officer:.....مسؤول المكتبة الطبية:

Public Relations Officer:.....مسؤول العلاقات العامة:
(At SQU Hospital) (بالمستشفى الجامعي)

ستحتد هذه الاستمارة بعد تسليم البطاقة الجامعية