



Sultan Qaboos University

Deanship of Admissions and Registration

# Undergraduate Academic Regulations



Sixth Edition  
2019



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**Deanship of Admissions & Registration**

**Undergraduate**  
**Academic Regulations**

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## Preface

The Undergraduate Academic Regulations as approved by the University Council, were introduced according to academic needs of SQU and are constantly being updated. The primary responsibility for applying these regulations rests upon the Deans of Colleges and their delegates. Students are responsible for knowing the regulations and abiding by them. Should difficulties arise in applying these rules; students should consult their course instructor or academic advisor, and if necessary consult the Assistant Dean for undergraduate studies or the Dean of the College. The Deanship of Admissions and Registration will monitor the application of these regulations and take appropriate action.

## **Vice Chancellor's Overview**

### **Dear Students,**

All the various fields of life, including education, is governed by rules and regulation; degree plans, registration and examination systems, the Academic Calendar, attendance and absenteeism, and other related activities are all examples. As a student, you should know and be aware of these regulations in order to be able to know your duties, responsibilities and obligations incumbent upon yourselves during your undergraduate studies.

The document in your hands is the Undergraduate Academic Regulations comprising detailed explanations of all issues that are related to the academic life at Sultan Qaboos University (SQU) from the day of your admission to the day of your graduation. A careful reading and understanding of the regulations is essential to maintain a smooth path of study in the University.

SQU will ensure that these regulations are fully implemented and in addition to ensuring the students acknowledge justice and equality. Once again, you should read and be aware of the content of these regulations as it will be your reference to any hesitant situation. Moreover, keeping a copy of the regulations, which can be downloaded from the Deanship of Admission and Registration's website, will enable you to refer to them whenever you require information rather than asking other students who may mislead you. Praying to the Almighty Allah to guide you to success.

### **Dear Faculty Members**

These Undergraduate Academic Regulations have been issued to assist you in implementing the tasks assigned to you. Your role as Academic Advisors is considered one of the most important in academia upon which the teaching-learning process is based at Sultan Qaboos University. Bearing this in mind, I would like to emphasize that compliance with all instructions, processes, and rules is very important for the process to be successful. It also requires you to guide your students to be aware of, and educate them on the content of these academic regulations, and encourage them to comply with academic rules, instructions and procedures. Your role, especially in assisting

students, is to help them to avoid falling into academic difficulties that might hinder their progress. This will be much easier with a full understanding of these Academic regulations. Praying to Allah the Almighty to grant you success in carrying out your duties and responsibilities.

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## **Introduction to Undergraduate Academic Regulations**

Sultan Qaboos University follows a credit system whereby students' progress towards graduation in their College/Major, through earning a specific number of credits in each semester and which will count towards the total number of credits required for graduation. The credit system offers students the chance to pursue their university education in accordance with their degree plans, which indicate the study requirements laid down by the University and College and verifies the choice of elective courses specified for the Major. Under the credit system, students follow an academic programme commensurate with their abilities and potential and responsive to their circumstances.

### **Academic Year**

The Academic year at Sultan Qaboos University is based on two regular semesters: Fall and Spring each consisting of fifteen weeks of instruction plus an examination period of two weeks. Additionally, a Summer semester of seven weeks plus one week for examinations may be available. Final examinations shall be conducted within the specified period for examinations. Extensions to any semester by a College are permitted only upon approval of the Academic Council, for reasons related to degree requirements, and upon advance notification to students.

The Summer semester makes available a limited range of courses which are either remedial in nature or are needed as pre-requisites or for graduation.

In some colleges activity such as training is required of all students and may be scheduled between semesters.

An academic Calendar of Events, published in advance of the academic year, will identify any adjustments necessary in light of moveable holidays.



## **Foundation Programme**

The Foundation Programme (FP) at Sultan Qaboos University is a mandatory introduction for study in all the University colleges.

The programme is administered through Centre for Preparatory Studies (CPS) and qualifies the student in the English language, mathematics, information technology, and general study skills.

## **Programme of Study**

Before the start of an academic year, a Degree Plan for that year's intake (cohort) shall be submitted by the concerned College to the Deanship of Admissions and Registration. The degree plan consists of requirements for each cohort including the expected duration of study, all courses, credits and other conditions for graduation.

A typical programme of study (study plan) will be prepared for each degree and major, outlining the normal pace of progress towards graduation. The courses offered each semester will reflect both the above outline, and the actual courses required by students, who are progressing more quickly or more slowly on the credit system.

The sequence in which a student completes the studies is determined by course pre-and co-requisites and by the level of the course. Normally basic introductory courses and essential pre-requisites will be offered in both Fall and Spring semesters.

## Academic Advising

Following admission to the University, each student shall be assigned an academic advisor. Disabled students will be given an academic advisor who has the knowledge and ability to deal with such students. This academic advisor shall report to the Assistant Dean for Undergraduate Studies. Students should consult their academic advisor on a regular basis.

### **The Academic Advisor's role is to:**

1. Verify the student's choice of courses each semester in accordance with the degree plan and Academic Regulations.
2. Assist the student in exploring alternative paths to the degree if for any reason, the normal pace of the degree is disrupted.
3. Advise the student on other matters affecting his studies.
4. Help the student discover their potential and capabilities.

The academic advisor should follow up with their student's proposed registration each semester and help develop a recovery plan for students on academic probation in consultation with the appropriate Assistant Dean for Undergraduate Studies. A student may be re-assigned to a new Advisor upon selection/change of Major or may have two advisors, where majors are taught by two different colleges.

## Degree Auditing

The degree audit system helps students monitor their progress against the degree plan for their cohort. Normally students are evaluated against the requirements for the year they were admitted. It is the students' responsibility to ensure that they have completed all their degree requirements. The Deanship of Admission and Registration will be responsible for this process and the Colleges should assist the Deanship.

# Part A

## Admission Regulations

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### A-1. Newly Admitted Students

Applicants for admission in the undergraduate programmes will be admitted if they fulfil SQU general admission requirements in coordination with Higher Education Admission Centre (**HEAC: [www.heac.gov.om](http://www.heac.gov.om)**). In general, admission is limited to Omani students. With respect to disabled students:

1. When applying to the University through HEAC, disabled students shall compete with other regular students for admission in undergraduate programs on exactly the same set of admission criteria without any discrimination.
2. Disabled students will have to attach to their application a card or a document issued by the Ministry of Social Development to certify the type of disability or a recent medical report issued by a public hospital not more than 6 months before application to show the type and severity of the disability.
3. Disabled students admitted to the University shall fill out an "Assessment Form" from the Deanship of Student Affairs to show the type and severity of the disability as well as the academic areas that need to be considered in accordance with the student's abilities and capabilities. The Deanship of Student Affairs will share copies of the Assessment Form with the Deanship of Admissions and Registration and the student's College.
4. If needed, the College shall conduct an interview with the disabled student after admission to provide him/her with the

proper guidance on how to choose a major that is appropriate to the nature of his/her disability.

There are also a number of scholarships available for non- Omani students in accordance with SQU regulations. These include students from:

1. Gulf Cooperation Council for the Arab States GCC.
2. Brotherly and friendly countries.

SQU also offer limited admission for Non-Omani SQU staff children in accordance with SQU regulations.

A limited number of seats is available for each group, and selection is on a competitive basis within each group. General education diploma or its equivalent qualification is taken into account along with relevant requirements. Applicants should have a current year diploma certificate at admission.

The University has the right to reject any application not fulfilling the admission criteria and conditions.

## **A-2. Student Exchange**

SQU has adopted student exchange programs with a number of internationally recognized higher education institutions, through an exchange agreement as follows:

### **A-2-1. Incoming Students**

Applicants for SQU Student Exchange Programs must be currently enrolled at a higher education institution which has an exchange agreement with SQU.

The International Office at the home university s, or its equivalent, can provide more information regarding the exchange opportunities. Exchange students are responsible for checking their eligibility for participation in an exchange programme, including language requirement appropriate for the medium of instruction of the relevant programme at SQU.

Additionally, applicants must have completed 60 credits of their degree programs requirements at their home university, with a cumulative Grade Point Average of at least 2.50 on a scale of 4.00 or its equivalent.

Internship and Training program at SQU have different entry requirements.

Exchange students must be nominated by their home university, however the final decision on their acceptance is made by SQU, and is based on individual assessment of each application.

Applicants will be informed of the decision through a correspondence from the student exchange programme at SQU. Hence it is important that all students accepted to the programme bring along with them, their acceptance letter.

Students can find the application form, and the conditions and detailed information from the International cooperation Office. They can also seek assistance for visas and accommodation from the International Cooperation Office. However, students are obliged to pay for their visas, accommodation, living expenses, transportation, medical insurance, and programme study fees as per the information published in the web site. Exchange students may take any combination of courses, provided that they meet the prerequisite(s) specified for each course. The courses must be approved by the home university prior to arrival. Please note that certain restrictions apply to some medical program.

### **A-2-2. Outgoing Students**

**SQU students who wish to undertake the Exchange Programme at another higher education institution should fulfil the following:**

1. A minimum cumulative GPA of 2.50, in addition to completing 60 credits of their degree plan and not be in their final year.
2. Should apply in writing to their Head of Department. The request should be discuss at the Departmental Academic Curriculum Committee.
3. The request should be forwarded to the Deanship of Admission and Registration for final approval.
4. An approved request for departure will go to the concerned College and the Office of International Cooperation.

**Students should be aware of the following:**

1. A maximum of one academic year is allowed with full time study at the host institution.
2. Policies and academic regulations of the host institution must be complied.
3. SQU has no responsibility for financing the students during their study abroad.
4. Approved credits passed with a grade equivalent to at least “C” within the SQU system will be recorded as Transfer Credits (TC) and counted towards the credit total of the degree, but not calculated in the cumulative GPA.
5. Official transcripts from the host institution will be required to complete the process.

### **A-3.Visiting Students**

SQU has a system for visiting students, which allows Omani and Non-Omani students from recognized higher educations to take some courses in SQU or other international higher education institutions as follows:

#### **A-3-1. Visiting Students from International Higher Educational Institutions**

**Students who wish to take credit courses from SQU must fulfil the following conditions:**

1. Should be from a recognized International Higher Educational Institution.
2. Have completed 60 credits or more (or equivalent).
3. Have a cumulative GPA of at least 2.50 on a 4-point scale or equivalent.
4. Admission depends on available seats, to be decided in coordination with the concerned college.

**Students should be aware of the following:**

1. Students can be enrolled at SQU for a maximum of two regular semesters excluding summer semester.
2. Students must comply with relevant SQU academic regulations.

Students can find the application form, and the conditions and detailed information from the International Cooperation Office. They can also seek assistance for visas and accommodation from the International Cooperation Office. Students will pay for visas, accommodation, living expenses, transportation, medical insurance, and programme fees as per the information published in the web site: [www.squ.edu.om](http://www.squ.edu.om).

### **A-3-2. Students Studying Abroad**

Sultan Qaboos University students who wish to take credit courses from international higher educational institutions must fulfil the following conditions:

1. Should be going to a recognized International Higher Educational Institution.
2. Have completed 60 credits or more (or equivalent) and should not be in his final year and have a cumulative GPA of at least 2.50 on a 4-point scale or equivalent.
3. Should submit a written request including full details of the courses description to be taken abroad to the Head of Department who will consult the committee in charge of the students' degree plans.
4. Applications that have College approval will be sent to the Deanship of Admissions and Registration for final approval.

#### **Students should be aware of the following:**

1. They can be enrolled for a maximum of two regular semesters excluding summer of full time study at the host institution.
2. They must comply with regulations of the host institution.
3. Sultan Qaboos University has no responsibility for financing the students during their study abroad.
4. Approved credits passed with a grade equivalent to at least a "C" within the SQU system will be recorded and counted towards the credit total of the degree, but not calculated in the cumulative GPA.
5. Official transcripts from the host institution will be required to complete the process.

## **A-4. Transfer Students**

### **A-4-1. Transfer between Colleges within SQU**

Students who were initially admitted in a given College or a programme, can apply to transfer to another college or programme if they meet the transfer criteria:

1. Students should complete the foundation programme before applying for transfer.
2. Students who wish to transfer to a programme should satisfy the FP courses that are pre-requisites for the degree plan courses relevant to the college transferred
3. Before being accepted in Physical Education, Art Education, and Music and Musical Science there will be a further skills/aptitude test.
4. Approval for transfer depends on the number of available seats in the college. Students will not be transferred if seats are unavailable even if all transfer requirements are fulfilled.

#### **Students should be aware of the following:**

1. It is not allowed to transfer more than once.
2. Students are only permitted to select 3 choices on the transfer form.
3. The remaining duration of study at SQU should be considered
4. When applying for transfer and should not exceed the maximum allowable duration as per the rules detailed under section (D6).
5. After transfer, only some credits will be counted towards the student's new degree plan. Other credits may not be taken into account and may lead to a delay in graduation of one or more semesters.
6. Transfer between majors takes place within the college itself.
7. Transfer to the MD program at the College of Medicine and Health Sciences is not allowed for non-Omani students.

All rules regarding transfers between the colleges in SQU can be found at the following link: [www.squ.edu.om](http://www.squ.edu.om)



## **A-4-2. Transfer to SQU**

SQU accepts Omani students who are studying in other Higher Educational Institutions and wishes to complete their study at SQU. Requirements for transfer includes the following:

1. Applicants must be Omani citizens and should not exceed 25 years of age.
2. Student must be from a recognized Higher Educational Institution.
3. Applicants must provide a 'No Objection' letter from the institution they are studying at, and for those under scholarships, must provide a 'No Objection' letter from their sponsor.
4. Applicants should complete a minimum of 60 credits from their degree programme and a minimum cumulative GPA of 3.30 for all colleges excluding the College of Medicine and Health Sciences which requires a cumulative GPA of 3.50.
5. Applicants should not have stopped studying at his/her current college for more than one year.
6. Students will be admitted to the college/programme. Admission in a given program will depend on the student's ability to fulfil the criteria required by the college/programme.
7. Transferred applicants may be granted credit for up to a maximum of half of the requirements of the programme to which they are accepted in SQU.
8. The courses that are transferred should be passed with a minimum of grade 'C' or its equivalent.

Detailed information on transfer conditions to SQU including special requirements, English proficiency, and relevant documents may be found at: [www.squ.edu.om](http://www.squ.edu.om)

## **A-5. Transfer Credit**

Transfer Credit (TC) is credit awarded in course(s) for which the applicant possesses post-secondary qualifications (such as successful completion of a college, university or recognized professional association course). It is only awarded after the assessment, which is done by the appropriate course Head of Department and course coordinators, and is deemed that

the work covered is equivalent in content or objectives to the corresponding course(s) of study at Sultan Qaboos University. In order to be considered for Transfer Credit, the grade earned in the previous institution must be sufficient to ensure continuing progress here at Sultan Qaboos University; thus a minimum 'C' grade equivalent to 2.00 on a 4.00 point scale is required. Credits awarded through this status are counted towards the degree but are not graded.

If a student wishes to register in a course for which he/she has already received transfer credit in order to earn a grade in the course, the original 'TC' will remain valid until the formal withdrawal period ends, after which the grade earned will take precedence.

#### **A-6. Credit Earned Through Challenge Examination**

A student may apply to take a Challenge Examination which is a comprehensive assessment covering all course components and objectives after the approval of the college in coordination with the Deanship of Admissions and Registration.

The privilege of taking a Challenge Examination must be based on documented academic work or work experience, or upon other demonstration that the requisite knowledge has been acquired. This may include an interview, an oral, or demonstration of practical skills. No supplemental privileges are allowed. A student who earns a grade below 'C' will not be awarded credit and must register in the course.

Challenge examinations must be requested within the first year of study in the student's credit programme.

# Part B

## Registration Regulations

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### B-1. Registration

Registration is a process by which a student selects courses, according to the approved student study plan which he/she enrolls in formally. Information regarding the schedule, location and deadlines of the registration period and timetables will be announced by the Deanship of Admissions and Registration in advance of the scheduled registration period.

Students may be prevented from registering in courses based on the following:

1. Specific academic pre-requisites are not met.
2. Lack of seats, timetable conflicts, outstanding book loans
3. Attempting to register more than 2 university elective courses
4. Academic or disciplinary sanctions.

Students registering late may find that there are a limited number of courses available. Students who wish to Drop/Add a course following initial registration should do so during the first week of classes in the Fall and Spring semesters and during the first three days of classes during summer using the online system or through the Deanship of Admissions and Registration if not possible to do so online.

The University reserves the right to cancel registration in courses where there is insufficient enrolment. Section size may vary by College/Department according to the Department's size.

Individual course registration with limited space will be prioritized according to:

1. Final year students who require access to a course in order to graduate.
2. Students who require pre-requisite courses in their Major area of study.

Exceptions to any of these conditions may be made only in certain circumstances and after being approved by the Head of Department (HoD), the Assistant Dean for Undergraduate Studies in the college and the Deanship of Admissions and Registration.

Disabled students shall be given priority in early course registration and during Drop/Add period. They shall submit a copy of the Assessment Form to faculty members to explain the nature of the disability as soon as they register a course with them so they can adapt the requirements of course teaching and assessment to the nature of the disability.

## **B1-1. Summer Semester Registration**

### **Eligibility Rules**

Summer semester registration is restricted to Sultan Qaboos University students in the following order of priority:

1. Students registered in the Foundation Programme
2. Students whose degree plans include summer courses
3. Students who are expected to graduate by the end of the summer or fall semesters depending on seat availability
4. Students who need to register key pre-requisite courses in their degree plans.

### **General Regulations for Registering in Summer:**

1. Students must register a minimum of five credits
2. Students must register in two courses
3. Students may register only one university requirement or university elective
4. Exceptions to the above regulations are:
  - a. Students registered in the Foundation Programme or in training courses
  - b. Students who need courses to graduate at the end of the summer semester.
5. Student registration lists received from the Colleges are considered final
6. Students are not allowed to register during the Drop/Add period
7. Students are responsible for cancelling their registration
8. Cancellation of registration during the Drop/Add period deletes the summer registration from the student's transcript

9. Withdrawing a summer course(s) after the Drop/Add period deletes the summer registration and courses will be recorded on the student's transcript as "W", "FW", or "F" in accordance with the academic regulations
10. Students are not allowed to repeat courses that they have passed. The only exception is medical students exiting in Phase I who may repeat courses with grades of up to "C+" to achieve the focused GPA of 2.50
11. Students are not allowed to register courses in advance of normal scheduling patterns stated in their degree plans.
12. Students who have 50% or more courses with 'F' or 'FW' grades during the preceding spring semester are not allowed to register
13. A student that withdraws from a course in Spring will not be allowed to take the course in the immediately following Summer semester unless it is required for graduation in that semester
14. Registration for students on probation course will be as follows:
  - a. Students from cohorts 2010 and before:
    1. Prob0, Prob1, and Prob2 may register
    2. Prob3, Prob4 and Prob5 and above are not allowed to register
  - b. Students from cohorts 2011 and after who are on probation are not allowed to register except students registering in Internship or training courses with a zero credit in condition of college approval.
  - c. Item 4.a and 4.b apply to training courses
15. The course load for students who are not expected to graduate by the end of the summer semester will be as follows:
  - a. For normal course load status, the maximum load is eight credits in two courses.
  - b. For students on probation, the maximum load is six credits in two courses.
16. The course load for students who are expected to graduate by the end of the summer semester will be as follows:
  - a. For students with normal course load, status the maximum load is nine credits regardless of the number of the courses registered.

b. For students on probation with semester GPA below 2.00 and cumulative GPA of 2.00 or greater, the maximum load is eight credits regardless of the number of the courses registered.

## **B-2. Drop & Add**

Students who wish to drop or add a course may do so during the first week of semester with no effect to their transcript.

No courses may be added after the one week period except in individual certain circumstances and approved by the Head of Department and the concerned Assistant Dean with the Deanship of Admissions and Registration.

### **Withdrawal System (W):**

A student who wishes to drop (withdraw) a course between the second week of classes till the end of week ten will be given a 'W' grade beside the appropriate course on his/her transcript. A course dropped after this time will be designated 'F' on the transcript.

During the summer semester, pre-registrations are considered to be official and may only be changed in certain individual circumstances. The drop by "W" grade for any of the summer courses will result in the cancellation of the summer registration.

A student is only allowed to have four (4) 'W' grades during their study period in the University.

1. Counting of the 'W' grades will begin with the first regular semester- after completion of the foundation program - in which nine (9) or more credits are registered. Summer semester withdrawals are not counted.
2. Withdrawals can be done on-line, but the third and fourth withdrawals require authorization from the student's advisor.
3. A student that withdraws from a course in Spring will not be allowed to take the course in the immediately following Summer semester unless it is required for graduation in that semester.

### B-3. Course Load

In regular semesters, a student shall normally register in 4-6 courses (**15 credits**) concurrently or a maximum of 6 courses (**18 credits**) concurrently. The normal load in a summer semester should be 2 concurrent courses (**maximum of 8 credits**) (see C8).

1. the semester GPA on a full course load in the two preceding semesters is not less than 3.00
2. or the cumulative GPA is no less than 3.00

Students on academic Probation shall be required to reduce their load to a maximum of 12 credits and a minimum of 9 credits during a regular semester.

In regular semesters (Fall and Spring), students may register for a minimum of 9 credits unless it is the students' final semester. Failure to maintain the minimum number of credits by receiving "FW" or "W" grade during a semester will result in the cancellation of this semester.

For non-graduating students, registrations with less than 9 credits will lead to the withdrawal of all privileges that SQU provides to the students during the semester.

In the summer semester a student must register and maintain a course load of 2 courses (5-8 credits) until the end of the semester. A student on probation may not exceed 6 credits. A student in a position to graduate at the end of the summer may be exempted from the minimum course/credit level. Normally no student may take more than 8 credits in the summer.

Additionally, students that exceed the "F/FW" 50% or more in the last Spring semester should not be allowed to register in the Summer semester.

### B-4. Audit Status

In some cases a student may have reason to attend classes but formally waive his/her right to evaluation and grading in the course. Such a student is described as having *Audit status* and should not participate in assessments (e.g. Tests, assignments, and project, etc.).

Audit and credit status must be declared at the time of registration. A student should not change from Audit to Credit, or Credit to Audit status after the Drop & Add period.

Attendance regulations must be fulfilled in order to gain audit status in his transcript.

### **B-5. Selection of a Major (Specialization)**

In order to designate a Major, a student must fulfil any pre-requisite course(s) and any other criteria set by a Department beforehand.

If the number of candidates for Majors exceeds the number of available vacancies, entry will be based on ranking by grades in designated pre-requisite course(s) combined with the overall GPA.

In order to change a Major, a student must designate a new area of study, provided that he/she fulfil the change of Major criteria

### **B-6. Attendance Policy**

Punctuality and commitment to attend classes is the responsibility of the student. Failure to attend classes without prior notice or reason will have its consequences. Students will have to bear full responsibility for their absence. Course Instructors should keep attendance records.

**An "Absentee Warning Notice" will be issued if a student is absent for:**

1. More than 10% of teaching hours that are less than 75 total contact hours.
2. More than 5% of teaching hours that have 75 or more total contact hours.

An "Absentee Withdrawal Notice" will be issued and the student will be deemed to have withdrawn from the course with an 'FW' grade (**see C6**) if a student is absent for:

1. More than 20% of teaching hours that are less than 75 total contact hours.
2. More than 15% of teaching hours that have 75 to 150 total contact hours.
3. More than 10% of teaching hours for courses with more than 150 total contact hours.
4. For extra-curricular activities see section B6-1C .



## **B-6-1 General Guidelines on Students absenteeism**

### **Excuse of absence is granted to all students due to:**

A: Illness as certified by a valid medical certificate.

B: Bereavement of a first-degree relative (namely: parent, brother, sister, spouse or child) as certified by documented official evidence.

C: Involvement in extra-curricular activities, documented and approved by the University authorities.

D: Any other special circumstance such as Haj, birth, accompanying a first-degree relative for medical treatment etc. as certified by stamped passport copies or other official documents.

The following general guidelines shall be observed in approving student absence:

1. The student is responsible for self-study of any missed course(s) content during their absence.
2. It is the student's responsibility to submit any required official document(s) within the specified time before a decision on being granted an excuse for absence is made.
3. The original official documents of the excuse for absence should be submitted to the course instructor(s). In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification.
4. The instructor shall record all absences but excused absences will not be counted towards the percentage for issuing the absentee warning or absentee withdrawal notice (FW) (see section B6)
5. If an assessment component such as a test or a quiz or an assignment submission or a presentation coincides with an *excused student absence* period, then the instructor or the departmental Board or College Examination Committee (as applicable) has the right to identify one of the following means to compensate for the missed components:
  - a) For examination type components this includes:

1. Taking a make-up examination in the component provided that the make-up examination must be of the same format.
2. Compensate the value of an equivalent component in overall assessment.
  - b) For other components give an extension to the deadline for submission or delivery of it, but not beyond the grade submission period.
6. If the period of absence due to illness and/or hospitalization exceeds 20 working and non-working days (continuous or intermittent) in the fall or spring semester or one block in the MD program of College of Medicine and Health Sciences, or 10 working and non-working days in the summer semester, the student should be advised to postpone the semester for health reasons. Postponement must be compulsory for MD program in these situations.
7. The presentation of forged certificates is considered Academic Misconduct and will be dealt with according to University Bylaws.

#### **A: Absence due to illness**

1. Sick leaves issued by SQU Hospital and any governmental hospital or health center are accepted, while those issued by private hospitals or clinics are *only accepted after ratification by governmental entity affiliated to the Ministry of Health*.
2. A document that simply states that a medical doctor had seen a student or has attended a clinic is not considered valid for granting an excuse for absence.
3. For absence due to illness to be excused, the original, official sick leave document must be presented to the course instructor(s) within two class meeting/contact days from the end of the leave period. In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification.
4. In case of hospitalization for a period of less than two weeks, the sick leave document must be presented to the course instructor(s) within two class meeting/contact days from the

date of discharge from the hospital. In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification.

5. In case of hospitalization for a period of two weeks or more, the sick leave document must be presented to the course instructor(s) within two weeks from the date of admission to the hospital. In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification.
6. For medical appointments issued by government or private health care facilities, the student must inform the course instructor(s) in advance by presenting the official appointment slip. The student must also provide a proof of attendance of the appointment date.
7. In case of repeated absence (more than two per semester) for compelling health reasons, the student must submit a medical report to the course instructor(s). In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification. Failing to do so will result in considering such frequent absences as unexcused.

**B: Absence due to bereavement of first – degree relative**

Absence due to bereavement of first – degree relative is excused when an official document to that effect is submitted to the course instructor(s) within 4 working days from the bereavement. In the event of the instructor doubts the validity of the provided document, it should be forwarded to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for verification.

**C: Absence for extra-curricular activities**

1. Absence for extra-curricular activities will only be considered as excused if it is requested *in advance* of the proposed absence.

2. Approval for extra-curricular activities requires the approval of *both* the Dean of Student Affairs and the Dean of the student's college.
3. For a student who is nominated by a unit *within the university* to participate requires that the student obtains an official letter from the nominating unit specifying the type of activity and its duration. The student should submit the letter in advance to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies for processing. If the participation of the student is approved, the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies shall notify the relevant course instructors and HODs.
4. For a nomination that comes from units outside the university, the student is required to present an official document stating the approval of the Deanship of Students Affairs to participate in such activity to the Assistant Deans for Undergraduate Studies/Director of the Center for Preparatory Studies *prior to his / her absence*. If the participation of the student is approved, the Assistant Dean/Director of the Center for Preparatory Studies shall notify the relevant course instructors and HODs.
5. The Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies, in consultation with the student's academic advisor and/or course instructors, has the right not to approve the student's nomination to participate in any activity inside or outside the Sultanate due to poor academic record or any other reason at the discretion of the college.

**D: Absence due to any other special circumstance such as Haj, birth, accompanying a first-relative degree patient for medical treatment etc.**

These are to be treated on a case-by-case basis and left to the discretion of the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies in consultation with the course instructor to process an excuse of absence.

For Haj and Birth the following should be observed:

**Haj:** A student shall apply for a Haj leave at least a month in advance, and can be awarded the approval once only during the period of study in the University. The Haj leave shall not exceed 10 working days. Students

granted Haj leave must inform their instructors with the period of the leave. Pilgrimage-students should provide the official documents of their attendance to rite of Haj within one week of resuming classes. No approval for absence during the final examinations for the Haj shall be granted.

**Birth:** Female students due for delivery can be awarded a leave of 2 weeks from classes, and should be advised to postpone the semester in which they are due to deliver. If the delivery is at the end of the semester and affects the final exams, a student shall be granted an incomplete grade, and regular academic regulations for incomplete grades are to be applied. The student should provide the birth documents within two weeks after delivery.

## **B-7. Postponement of Study**

A student may be allowed to postpone temporarily his/her study from the University for one semester renewable for a second semester. Postponement may be granted upon approval by the Dean of the College in consultation with the Deanship of Admissions and Registration for health, social, or other compelling reasons.

Extension of postponement beyond two semesters may be granted in exceptional circumstances. Supporting documentation from authorities such as Student Affairs, Student Counselling Centre or Health Clinics may be required.

If a student does not return to the University after the approved period, his/her enrolment shall be considered as an official withdrawn from the University.

It is the responsibility of the student or their guardian to notify the University of any Request for extension.

Subsequent re-admission will be considered on an individual basis. A student may re-join the University only before the start of the semester under the customary procedures for registration.

Postponement is not normally granted during the first semester of student enrolment.

When a postponement has been approved, special grades of 'OP' will be entered and the date of postponement noted on the transcript.

Newly admitted students are not allowed to postpone their first semester.

## **B-8. Withdrawal from the University**

There are a several withdrawal types. These are the Voluntary Withdrawal, Mandatory Withdrawal and an Unofficial Withdrawal.

Withdrawal from the University may be initiated by the student as a formal procedure. In some cases, it may be initiated by the Deanship of Admissions and Registration on behalf of the student.

Under specific circumstances the University may request mandatory withdrawal based on academic or disciplinary reasons according to the pledges signed by students upon their initial registration.

It is essential that upon leaving, a student completes a Withdrawal Form (available from the Deanship of Admissions and Registration). This form properly documents the student's record for withdrawal from the University.

A student who withdraws from the University will have the notation "Withdrew officially from the University" and the withdrawal date together with any grade earned prior to the withdrawal placed on his/her transcript.

The withdrawal takes effect from the date it is approved by the Deanship of Admissions and Registration. Once the student is expelled, he/she may be considered for re-admission subject to certain conditions (B9).

### **B-8-1. Voluntary Withdrawal**

A student contemplating full withdrawal from the University must consult his/her advisor prior to formalizing his/her decision in order to ensure that all alternatives are considered.

In certain cases the Deanship of Admissions and Registration may act on behalf of the student in completing the withdrawal process. Typically this would occur in cases involving death, serious injury, illness, or formal requests to do so.

### **B-8-2. Mandatory Withdrawal**

A student who does not meet the required terms and conditions of academic probation or the student who has disciplinary actions shall be required to withdraw from the University.

#### **The disciplinary actions may include:**

1. Attempts to disrupt the University's cultural, literary and other activities.
2. Acts that violate honour, dignity, ethics or religious beliefs.
3. Assault, threat or disrespect against any member of the University community.

Upon approval by the concerned Deans, and the Vice Chancellor, the Dean of Admissions and Registration will issue the notice of withdrawal to the student. The student will be granted a 'W' in each unfinished course and the transcript will be notated accordingly as either:

1. Required Withdrawal from the University for Academic Reasons.
2. Required Withdrawal from the University for Disciplinary Reasons.

### **B-8-3. Unofficial Withdrawal**

Students will be considered to have withdrawn unofficially if they:

1. Did not register after being initially admitted in the University, or
2. Do not register by the end of the Drop & Add period for two consecutive semesters (the semester of unofficial withdrawal counting as the first).
3. Are continuously absent from all courses without notification for more than 20% of the semester, or
4. If the percentage of courses with grades of "FW" and "F" is 50% or greater in each of two consecutive semesters.

## **B-9. Re-admission after Withdrawal**

A student may be considered for re-admission to his/her former programme on an individual basis.

Re-admission is not automatic and will take into consideration the following factors:

1. Number of credits completed to date, with preference given to the highest total see (C10 & D6),
2. Reason for withdrawal,
3. Academic performance before the withdrawal.

A student who withdraws from the University and remains away for more than two consecutive semesters will not be considered for re-admission.

## **B-10: Confidentiality of Students' Academic Information**

Sultan Qaboos University is committed to maintain confidentiality of student academic information. Students have the right to grant Sultan Qaboos University permission to release their academic information to their parents, guardians, or sponsors by completing the “Permission to Release Academic Information Form”.

Academic information to be released may include but is not limited to transcripts, attendance, probation, and issues that can lead to withdrawal from the University. Parents/guardians/sponsors of students who face academic issues that prevent them from re-registering or continuing their studies will be notified without prior permission from the students.



# Part C

## Courses and Grading Regulations

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### C-1. Course Definitions and Types

A course is a set of information given to a student by an instructor for a period of time as part of the student degree plan.

Courses in the degree plan determine the sequence in which the courses are taken. They are purely decided by the course owner as detailed on the Course Data Collection Form. Course types include the following:

- 1. Core Course**

A core course is identified in the degree plan and which is required for graduation. Core courses can be at all levels of a degree including University, College, Department, Major, Specialization and Minor.

- 2. Elective Course**

A course that can be selected from a list of alternatives as described in the degree plan and which is required to complete the credit requirement of the programme. This can be at the level of University, College, Department, Major, Minor or Specialization.

- 3. Prerequisite Course**

A course that must be passed before a more advanced course is taken. The prerequisite course usually has a lower numeric designation than the more advanced one. (e.g. MATH2108 'Calculus II is the prerequisite for MATH3110 Calculus III). Under certain circumstances, the Head of Department can opt to waive a prerequisite for a particular student. This is usually when a student has taken another course which covers similar topics to the missing prerequisite or when degree progression would be considerably delayed. Allowing concurrent registration in a course and its prerequisite is not advised as there is often either a clash in lectures or final examination schedules.

#### **4. Co-requisite Course**

These are usually two courses identified in a degree work plan that are scheduled to be taken simultaneously during the same semester. If one of the courses is failed however, it may be repeated by itself in a following semester.

#### **5. Equivalent Courses**

An equivalent course is identified on the Course Data Collection Form of the course for which it is equivalent.

(e.g. In the course Data Collection Form of Course A (identified by a unique alphanumeric code ABCD1234), Course B(CDEF5678) (see C4) is identified as an equivalent).

Taking the equivalent course will replace the credit and grade value of the other course. For GPA calculations, the grade of the last course replaces that of the earlier course.

There are two types of equivalence:

##### **a. Two way equivalence**

Course A can replace Course B or Course B can replace Course A depending on the semester sequence in which they are taken. The later course always replaces the earlier course irrespective of the grade value.

##### **b. One way equivalence**

Course B can replace Course A, but Course A cannot replace Course B. This is usually applied in cases where Course B is four credits and Course A is three credits, but may also apply in cases where the credit values are equal.

#### **6. Incompatible Course**

An Incompatible course is one that cannot be taken by a student because the student has already taken and passed another course with similar course content or learning outcomes.

#### **7. Substitute Course**

A substitute course is used to replace a course from a Degree Plan. This occurs when the course is no longer offered or has been failed a number of times.

## C-2. Definitions relevant to the content of a course

1. **Lecture:** Presentation of theoretical or conceptual material in a formal and generally non-interactive environment where the contact hour is equivalent to one credit hour. Normally a lecture hour will require another two hours for research, reading and follow-up by maintaining a ratio of one contact hour to one credit.
2. **Seminar:** Presenting learning material to a small group where student research and presentation accentuates a major portion of course materials and activity. Normal ratio of contact to credit hours is 1:1.
3. **Laboratory (Practical):** Hands-on application of lecture material or acquisition of skills in a laboratory environment under the guidance and supervision of the instructor. Normally a ratio of 2 contact hours to 1 credit is maintained (2/1). In cases where warranted by the nature of the course material, a ratio of 3:1 or 4:1 may be designated by the Head of Department in conjunction with the Deanship of Admissions and Registration.
4. **Field or Work Placement:** Supervised application of lecture material or acquisition of skills through placement in an existing work setting. The instructor provides overall direction and follow-up, whereas, day-to-day supervision is provided by the on-site employer or agency. Ratio of contact to credit hours is 2:1
5. **Tutorial:** Interaction between small groups under the supervision of faculty member which consists of problem solving and discussion sessions. Normal ratio of contact to credit hours is 2:1. (Optional work sessions with no credit, do not carry a course code).
6. **Studio:** Supervised application of lecture material in a studio setting where students are encouraged to develop individual

expression within prescribed areas of instruction. Ratio of contact to credit hours is 2:1.

7. **Workshop:** Supervised application of simple machining and forming methods especially bench work and basic machine tools (for example, scribing, turning, drilling, milling, forging, painting and casting). Ratio of contact to credit hours is 3:1.
8. **Internship/ Training:** Extended period of time (with a minimum of one semester) in which a student is assigned to a work setting and functions as a quasi-employee. Initial evaluation of performance is carried out by the host institution with the final assessment determined by the University. Short courses may be interspersed with on-site training. Ratio of hours to credits is determined by the department and should be approximately 3:1.
9. **Graduation Project:** An Undergraduate graduation project is usually conducted during the final year of study. It is intended as a joint exercise between a student and a faculty member or a group of either or both. Methodology appropriate to the discipline is utilized in a clear investigative problem which is then carried out. On completion of the study the student(s) are required to present their results to faculty members and their peers.
10. **Combination Courses:** Presentation of lecture material with immediate application in the practical setting. Since this is presented within a unique course code, integration of lecture and practice is a major feature of the course organization. Ratio of credit to contact hours is determined by adding the ratios within the components. For example; Lecture/Lab(Practical), Lecture/Seminar, Lecture/Studio, Lecture/Tutorial, Lecture/Seminar/Practical.

### **C-3. Multi Section Course Regulations**

1. A course coordinator should be appointed by the Department Board.
2. The coordinator in collaboration with the instructors should determine what course material will be covered during each week of the semester. The source material to be used must be agreed upon.
3. All details of the course must be spelt out in a common course to be distributed to all students.
4. All tests, midterms and final exams should be prepared by the course coordinator in consultation with the instructors and carried out at the same time.
5. All instructors of the course should be involved in marking the assignments tests and exams.
6. In the case of quizzes (worth up to 15%), individual instructors have the freedom to conduct them.
7. Other elements are at the discretion of the instructor and Department.
8. Sufficient venues to conduct the common examinations must be secured with the help of the Deanship of Admissions and Registration.
9. In order to avoid conflicts with other courses, the examinations may have to be done after 6:00 pm. Colleges should inform the Deanship of Student Affairs about the dates of the exams so transportation times can be adjusted accordingly.

### **C-4. Course Code and Outline**

1. Each course is identified by a unique alphanumeric code (ABCD1234) that is designated with a specific number of credits.
2. Each course shall have a current course outline to be distributed to students at the beginning of each semester, which includes the following elements:
  - a. course alphanumeric code, title, contact and credit hours, and calendar description.
  - b. Instructor's name, office location and office hours for consultation.

- c. course objectives and outcomes
- d. mapping with attributes
- e. main topics
- f. teaching/learning approaches (e.g. labs, case studies, field work, role-playing etc.),
- g. grading scheme (A-F, P/NP etc.),
- h. schedule of tests, quizzes, papers, assignments etc and the portion of the total grade each is worth,
- i. textbooks, additional references and any other required material,
- j. any special conditions or requirements (e.g. attendance, travel, penalties for late assignments etc.).

## **C-5. Evaluation and Grading**

Evaluation and grading of student performance shall be based on the Grade Point Average (GPA) system.

A process of formal and continuous evaluation shall enable students to determine their performance throughout a given course. When summarized and reported as grades, the resulting overview shall then enable the University to make consistent decisions, regarding students' progress in relation to established standards.

Because courses vary widely in purpose, content, approach and delivery, the method undertaken to evaluate performance in courses should always be linked to their objectives. By translating the overall achievement of course objectives into a University-wide descriptive grading scale, consistency across Departments and Colleges is achieved.

In other words, the unique requirements of individual courses are comparable to the unique requirements of other courses through the application of the University grading scale. It is thus essential that grade categories are described in terms meaningful to both faculty and students.

## C-5-1. Grading Method

Normally a final grade in any given course is based on continuous evaluation of the course. This implies therefore that assessment is determined more by the fulfilment of stated criteria rather than by solely comparative achievement within a class.

Elements of a course may be scored and assessed in a variety of ways. If ratios are used for any portion of a course, they are used only on a course basis, not within the context of any college-wide method.

In a standard length course there shall be at least three components contributing to the final grade. No single component of a course evaluation may exceed 60% of the final grade. Where there is a final examination, it must account for 40-60% of the final grade (see C11-6).

## C-6. Grades

### C-6-1. Grades with Numeric Value

Letters which are symbolised grades shall be used to describe the achievement level attained within a particular course. A final semester grade shall be based on continuous assessment throughout the semester as well as a final examination. A final examination is customary but may not be considered necessary in certain types of courses.

The grades (with numeric value) for undergraduate courses are described as follows:

**(A) Exceptional performance;** all course objectives achieved and met in a consistently outstanding manner.

**(B) Very Good Performance;** majority of the course objectives achieved (majority being at least two-thirds) and met in a consistently thorough manner.

**(C) Satisfactory Performance:** at least most of course objectives have been achieved and met satisfactorily.

**(D) Minimally Acceptable Performance:** less than the majority but more than the minimum required course objectives achieved; objectives met at a minimally acceptable level.

**(F) Unacceptable performance:** minimum required course objectives have not been met; objectives not met at a minimally acceptable level; therefore earns no credit.

**(FW)** Failure to meet the attendance requirement, no credits earned. Students are required to attend classes where attendance will be recorded. Absenteeism beyond certain levels will result in a grade of "FW" being awarded that will be calculated as an "F" in the average. The instructor may excuse certain absences (see B6).

### **Failure with Supplemental Privilege (FSP)**

An 'FSP' may be awarded to a student who meets all the following conditions:

1. The course should be a credit course and has a final examination
2. All components of the course have been evaluated.
3. The student must pass all course components but failed the final examination.
4. Student's performance (marks/grades) in components other than the final examination is above class average in the concerned course.
5. Upon student request and/ or recommendation of the instructor/course team for giving an FSP and the approval of the department/college board or its delegate has been obtained.

### **If FSP is awarded the following consequences will be applied:**

1. If FSP is awarded, the maximum grade awarded should not exceed a "C" grade.
2. The 'FSP' shall be treated as an 'F' until the grade earned following the supplemental assessment is recorded.
3. An 'FSP' should be cleared no later than three (3) weeks after the end of the examination period.
4. The FSP will remain on the transcript but will be replaced in the GPA calculation by the supplemental grade.
5. Failure to clear the incomplete grade within the specified period due to unusual circumstances the Deanship of Admission and Registration shall have the discretion to extend the period.
6. Students with an 'FSP' in a course which is pre-requisite to a course they wish to take shall not be allowed to register in that course until the 'FSP' grade is cleared.



## **C-6-2. Grades without Numeric Value**

The following grade designations shall form part of the overall University grading system, but shall not carry numeric value.

### **I (x) -Incomplete**

The 'Incomplete' grade shall be used when two basic conditions have been met:

- a) The student has a passing level in the course work which he/she has completed by the end of the course, and
- b) The student has been prevented by circumstances beyond his/her control, such as illness, accident or family emergency, from completing all the course requirements on time.

An 'Incomplete' grade is not intended to give an extension to a student who has completed all elements of a course with failing status, nor is it designated for a student who simply does not complete requirements on time. It is not an option that may be selected by the student.

The Instructor has the prerogative of requiring documentation and/or College approval of the request. The student shall be informed in writing, of the condition(s) for completion, specifying a final submission date as soon as possible and no later than three (3) weeks after the end of the examination period.

The Instructor shall specify to the student and the Dean of Admissions and Registration the grade to which the 'Incomplete' shall revert if the completion date is not met.

Allowable incomplete grades are as follows: I(D), I(D+), I(C-), I(C), I(C+), I(B-), I(B), I(B+), I(A-), I(NP), I(F). Unless a new grade is submitted to the Deanship of Admissions and Registration, the default grade shall replace the 'Incomplete' mark three (3) weeks after the end of the examination period.

### **(W) Withdrawn**

A 'W' shall be assigned to a student who withdraws formally from a course within the prescribed deadline after the period of Drop & Add.

**(TC) Transfer Credit**

A 'TC' shall be awarded to a student who has been granted credit from elsewhere. These credits shall contribute to the total required for graduation in a particular degree programme, but shall not contribute to the grade point average (see A5).

**(AU) Audit**

An 'AU' shall designate a course registration with audit status. This status must be declared at the time of registration. (See B4)

**(P/NP) Pass/Not Passed**

A 'P' shall be assigned for a course that is not graded on the A-F scale, but does carry credit value in a degree programme.

**(NPW) Failure to meet the attendance requirement**

A 'NPW' shall be assigned when the student fails to meet the attendance requirement for a course that is not graded on the A-F scale, but does carry credit value in a degree programme, no credits earned.

**(IP) In Progress**

'IP' shall be assigned in a course such as project, practical or a multi-semester course in which the student is registered, but which is still in progress at the time of grade reporting or transcript production. The 'IP' grade is intended only for use in such circumstances and is not to be confused with Incomplete grade designations.

**(OP) Officially Postponed**

'OP' shall be assigned to a course in which the student is registered when he/she has been officially granted permission to postpone the semester, provided that the student did not previously have and "FW" grade before postponing.

### C-6-3. Grade Scale

Each of the grades described above shall carry a numeric value for the purpose of computing a weighted average on a 4.00 scale. These values are indicated below:

A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	D+	1.30
B-	2.70	D	1.00

**F, FSP, FW, NPW** will have zero value

### C-7. Calculation of Grade Point Average

The Grade Point Average (GPA) is a weighted average that summarises each of the two levels of activity: the semester and the cumulative work to date:

- The semester GPA is calculated on the courses taken within a given semester,
- The cumulative GPA is calculated on all courses taken to date, inclusive of all semesters.

**The semester GPA (sGPA) shall be calculated as follows:**

- The grade point earned in a course = The numeric value of the grade earned x the number of credits for that course.
- The semester Grade Point Average = The sum of the grade points earned in that semester  $\div$  The total credits attempted during that semester.
- The calculation of the cumulative GPA (cGPA) shall be based on all courses taken and all credits attempted to date. The total grade points earned are divided by the total credits attempted.
- In both cases only courses with numeric-value grades are considered. (Please note that in such a computation, '0.00' (F, FSP, and FW) is a numeric value). The resultant quotient is the

Grade Point Average. The grade designations I(x), W, P, NP, IP, TC, AU and OP are not calculated in this average.

**Example**

Course	Credits	Grade	Numeric Grade Points	Value of Grade
HIST1110	3	A	4.00	12.00
PHYS2107	3	B	3.00	9.00
LANC2160	3	C+	2.30	6.90
ARAB1001	3	F	0	0
CHEM1100	2	I(D+)	-	-
ENGR3006	2	P	-	-

Total credits attempted = 14

Total credits earned = 11

Total grade points earned = 27.9

Grade Point Average =  $27.9 / 12 = 2.325 = 2.33$

**Notes:**

The average is calculated to 3 decimal places and rounded to 2 using standard rounding rules -that is, 2.555 becomes to 2.56 while 2.554 becomes 2.55.

At the end of each semester, a sGPA will be calculated, along with a cGPA which totals all credits attempted and earned to date.

Colleges may use a variety of different averages for various decisions regarding standing and progression as long as these are approved by the Academic Council. Such averages must be descriptively titled other than Grade Point Average: for example, Major or Focused GPA.

## **C-8. Progression Standards**

There are two sets of progression standards depending on degree completion. The first set applies to all non-graduating students and the second set applies to students whose 'Expected to Graduate' year is in the *current academic year*. This section describes the student's course load in a given semester.

### **C-8-1. For all students who are not in their graduation year**

The course load for students in their regular academic year is describes as follows:

#### **C-8-1-a. Extended Load**

A student who achieves a minimum Grade Point Average of 3.00 on both semester and cumulative averages may be eligible to take credits in excess of the normal course load as defined by the degree plan. Such a student's course load status will be Extended.

#### **C-8-1-b. Normal Load**

A student, who achieves a Grade Point Average from 2.00 to 2.99 on both semester and cumulative averages, as well as any required minimum grade(s) in specified course(s), is in Normal status and may proceed without condition in his/her degree programme as per the degree/study plan.

#### **C-8-1-c. At Risk**

A student who completes the first regular semester of nine or more credits with a semester grade point average of between 1.00 and 1.99 will be given a course load status of 'At Risk' and although not on probation will be required to visit their advisor to be able to use on-line registration (See also C10.)

#### **C-8-1-d. Probation**

A Student who achieves a Grade Point Average as described in C10 below will be placed on Probation. It is a constructive measure to reduce the student's course load to a manageable level until the academic difficulty is resolved.

### **C-8-2. For “Expected to Graduate” students**

Students who are expected to graduate within their final current academic year (Fall, Spring, and Summer) should follow the same course load as described in section 8.1 above. However, extra load can be given for such students upon request (through their academic advisor) as follows:

### **C-8-2-a. Students with minimum cGPA of 3.00 (or 3.00 in the last two consecutive semesters)**

- Conditions of extra load:
  1. Submission of a full degree audit.
  2. Student is expected to graduate within two semesters (Fall, Spring, or Spring, Summer). **The extra load can be given in his last two semesters (or only one semester).**
  3. Additional courses should be indicated on the Drop/Add form. College Assistant Dean's signature is required.
- Privilege of extra load:
  - A. The maximum Course Load should not exceed 23 credits during Fall/Spring semester.
  - B. The maximum Course Load should not exceed 9 credits in Summer including Internship courses or similar courses.

### **C-8-2-b. Students with cGPA between 2.30 and 2.99**

- Conditions of extra load:
  1. Submission of a full degree audit.
  2. Student is expected to graduate within two semesters (Fall, Spring, or Spring, Summer). **The extra load can be given in his last two semesters (or only one semester).**
  3. Additional courses should be indicated on the Drop/Add form. College Assistant Dean's signature is required.
- Privilege of extra load:
  - A. The maximum Course Load should only exceed the normal course load by up to 4 (0-4) credits, regardless of the total registered courses during the semester.
  - B. The maximum Course Load should not exceed 9 credits in Summer including Internship courses or similar courses.

### C-8-2-c. Students with cGPA between 2.00 and 2.29

- Conditions of extra load:
  1. Submission of a full degree audit.
  2. Student is expected to graduate within the current registered semester (Fall, or Spring, or Summer). The extra load can be given only in his last semester.
  3. Additional courses should be indicated on the Drop/Add form. College Assistant Dean's signature is required.
- Privilege of extra load:
  - A. The maximum Course Load should only exceed the normal course load by up to 4 (0-4) credits, regardless of the total registered courses during the Fall or Spring semester.
  - B. The maximum Course Load should not exceed 9 credits in Summer including Internship courses or similar courses.

### C-8-2-d. Students with cGPA of 2.00 and above, but on semester probation

- Conditions of extra load:
  1. Submission of a full degree audit.
  2. Student is expected to graduate within the current registered semester (Fall, or Spring, or Summer). The extra load can be given only in his last semester.
  3. Additional courses should be indicated on the Drop/Add form. College Assistant Dean's signature is required.
- Privilege of extra load:
  - A. Allowed only an extra of (0-3) credits to a maximum of 15 credits in his last semester (Fall or Spring) regardless of the number of the courses registered.
  - B. The maximum Course Load should not exceed 8 credits in Summer including Internship courses or similar courses.

#### **Please note that if a student is granted an Extra Load in spring:**

- a. It does not mean that the student is automatically registered or promised to be registered in the following summer.

- b. It does not mean that the courses needed by the student to graduate will be automatically offered in summer.
- c. Summer courses are subject for changes and cancellation.
- d. The ability to take advantage of the overload credits is dependent on course availability especially for summer registration.

## C-9. Academic Achievement

The University shall recognise those students who achieve high academic standards in their programmes on a semester basis (minimum of 12 credits in courses with grades of numeric value) by publishing 2 special lists.

### C-9-1. Deans' List

This is issued at the end of regular semesters (Fall and Spring) for students achieving the following:

- **"Distinction"**: a student who achieves a semester GPA of 3.70 or higher with no grade below 'B'.
- **"Honours"**: a student who achieves a semester GPA of 3.50 or higher with no grade below 'C'.

### C9-2. Excellent Students' List

In June each year the *combined* results of the Spring and previous Fall semester of the academic year are calculated for students who carry a normal load. The list of those students who have achieved the following:

- **Distinction**: Overall GPA between 3.70 and 4.00 with no grade below B, or
- **Honours First Class**: Overall GPA between 3.70 and 4.00 with a grade(s) below B, or
- **Honours Second Class**: Overall GPA between 3.50 and 4.00 with no grade below C.

The classification for Excellent students should not be confused with the categories described in Degree Classification that cover a student's entire record upon graduation.



Should the student have an Incomplete (I(x)) course at the end of the semester, he/she will not receive recognition as a member of the Excellent Students list or the Deans' List until the course is completed and the final semester Grade Point Average is determined.

## C-10. Probation Status

This status is determined by the Grade Point Average, with semester and cumulative standards as described below:

- I. Although not formally on probation, a student will be advised to take corrective and remedial action on their own behalf when the current semester GPA is 1.00 or more, but below 2.00 although the cumulative GPA remains above 2.00. In such a case the student must have a documented interview with his/her advisor before registering for the next semester, and any corrective measures noted. These may include **discussion or any of the following**:
  - Reduction of course load
  - Postponement of a course to a subsequent semester
  - Supplementary math, language or study skills courses
  - Referral to University services (e.g. Student Affairs, Student Counselling Center, Health Clinic) for assistance with personal or health problems (see also C8-1c.)
- II. A student shall be placed on probation and required to take remedial action when:
  1. the cumulative GPA falls below 2.00 or
  2. The cumulative GPA is 2.00 or above but the current semester GPA falls below 1.00 or
  3. The cumulative GPA is 2.00 or above but the semester GPA is below 2.00 for 2 consecutive semesters.

**In such cases the student shall be required to reduce his/her course load to 12 credits or less.**

The Probation course load status progression will be Prob01, Prob02, and Prob03 and the following messages will appear on their transcripts:

1. First Probation: Warning
2. Second Probation: Final Warning

### 3. Third Probation: Required to withdraw from the University for Academic Reasons

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 01 > Probation02 > normal > Probation02 > Probation03.

A student on Probation must return to Normal status within the following semester. A summer semester counts as one of the semesters if a student registers for a full load (6 credits or more) in that session. A student who completes two consecutive semesters on Probation shall be sent a warning notice reminding him/her of the final remaining semester within which he/she has to achieve a cumulative GPA of 2.00. A student who fails to fulfil this condition will be required to formally withdraw from the University. Students on Probation for a second semester must inform their parents or guardians and obtain a signed agreement in order to register.

In such a case the student must have a documented interview with his/her advisor before registering for the next semester, and any corrective measures noted. These may include discussion or any of the following:

- Reduction of course load
- Postponement of a course to a subsequent semester
- Supplementary math, language or study skills courses
- Referral to University services (e.g. Student Affairs, Student Counselling Center, Health Clinic) for assistance with personal or health problems

### C-10-1 Readmission after Prob03

- a- **From 2018/2017 academic years and backwards**, a student could be re-admitted after Prob03 if all of the following criteria are satisfied:
  - 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:

<b>Semesters in Credit</b>	<b>Acceptable number of credits earned</b>
3	30
4	40
5	50
6	60
7	70
8	80
9	90
10	100
11	110
12	121
13	133

- b- **From 2018/2019 academic year onwards**, a student could be re-admitted after Prob03 if all of the following criteria are satisfied:
- 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:

<b>Semesters in Credit</b>	<b>Acceptable number of credits earned</b>
3	13
4	25
5	37
6	49
7	61
8	73
9	85
10	97
11	109
12	121
13	133

## **C-11. Examinations Regulations**

Courses are assessed by several methods such as midterms, quizzes, final examination and others.

For disabled students, all types of assessment including exams and assignments shall be adapted to suit the condition of the disability without compromising the course learning outcomes. Disabled students can be given extra time to submit assignments or activities in light of their abilities and capabilities.

### **C-11-1. Invigilation of Examination Regulations**

1. The Examination Unit in coordination with Department HoDs, shall draw a list of invigilators.
2. Invigilators must be staff members of the University (Academic Staff, Teaching Assistants and Technical Staff).
3. Invigilators must not engage in any activity that distracts them from invigilation.
4. For final examinations, there must be at least two appointed invigilators per examination room/venue. The most senior and experienced faculty member will be appointed as the Senior Invigilator who will be responsible for coordinating the invigilation.
5. Where the examination is a mixture of male and female students, the invigilator should preferably include male and female invigilators.
6. An appropriate number of Invigilators will be named for each examination. The ratio for written examinations will be one Invigilator for every 1 to 30 students, depending on the venue and for practical examinations, one Invigilator for every 1 to 15 students, depending on the availability of staff.
7. Invigilators who suspect that breaches of examination regulations have occurred should inform the Senior Invigilator. He/she will warn that student, who shall ask the student to leave the room. Before that student is allowed to leave the examination room, the Senior Invigilator must ensure that an Incident Report Form is completed containing all necessary signatures. The Senior Invigilator should then submit the report

to the Examination Unit Head for immediate review and action by the Assistant Dean for Undergraduate Studies.

8. Invigilators will not admit students to the examination later than half an hour (30 minutes) after the start of the examination, or allow students to leave the examination room during the first half-hour from the start of the examination. Thereafter, students who need to leave the examination room temporarily must be accompanied by an Invigilator. Students may not leave during the last fifteen minutes of an examination.
9. Except with the permission of the Senior Invigilator, no person other than the students and the Invigilators are allowed in examination venues.
10. Students must be instructed to bring their University I.D. cards to the examination. Without it, they may be prevented from sitting for the examination.
11. The Senior Invigilator may require a student to leave the examination room if his/her conduct is disturbing other students. A report form should be completed and submitted to the proper authority (see 7 above).
12. Students and Invigilators are not allowed to bring pagers or mobile telephones into the examination room. Smoking, or eating are strictly forbidden in examination venues.
13. An Invigilator should not leave the examination venue unless a substitute is provided.
14. Invigilators must not answer any question directly or indirectly related to the subject material of the examination.
15. The Course Coordinator must be approachable/available in the University during the examination so that he/she may be contacted for clarification.

### **C-11. 2. Examination Misconduct**

Students are forbidden to take into the examination venue any unauthorized book, manuscript, notes or any means, including electronic calculators, whereby they may improperly obtain assistance during the examination. Any such materials must be left with an Invigilator for return when the candidate leaves the examination venue. The Department concerned will inform students in writing in advance of any

exception to these regulations for particular examinations. Reference to permitted material or equipment will be printed at the head of the examination question paper.

1. Students must sit in the places designated for their particular examination.
2. Students must not use any means whatsoever to obtain, directly or indirectly, assistance in their work, or give or attempt to give, directly or indirectly, assistance to any other candidate.
3. The impersonation of examination candidates is prohibited. Before the start and for the duration of any examination, the students must place their I. D. cards on the top right hand corner of the desk; face up, for inspection by the Invigilators.
4. Students must not remove from the examination room any answer books or other items of examination stationery except for non-returnable question papers. Students are required to hand their scripts, including any rough work, to the Invigilators before leaving the examination venue. Once students turn in their work and leave, they will not be permitted to return.
5. Students must not indulge in any behaviour, which may disturb other students, or in any form of conduct, which may disrupt the smooth progress of an examination.
6. Students should complete their work in pen, and should use only blue or black ink unless instructed otherwise.
7. Students must observe the examination regulations and obey any instructions given by the Invigilators.
8. Any suspected breach of the examination Regulations will be investigated and may lead to disciplinary action according to the student misconduct policy.

### **C-11-3. Breach of Examination Regulations**

All forms of academic dishonesty are considered a very serious offence to the University, and any student who commits such an offence risks punishment through a range of sanctions which consists of failure in the course to withdrawal from the University (see C-15).

#### **C-11-4. Absence in final examinations**

1. Students are required to attend scheduled final examinations and absenteeism for health or family matters is not normally excused. Presentation of a sick note cannot be accepted as a reason for absenteeism for an examination unless there was hospitalization or evidence of extreme illness. Such evidence is to be submitted to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies within two working days from admission to hospital.
2. Bereavement of a first-degree relative are accepted as a reason for absenteeism subject to submission of verified official documents to the Assistant Dean for Undergraduate Studies/Director of the Center for Preparatory Studies and provided that the bereavement took place not more than 4 working days before the examination .
3. Decisions in cases of approved absenteeism are made by the instructor responsible for the course, including the awarding of grades of "Incomplete" or "Failed Supplementary Privilege", as defined in the Undergraduate Academic Regulations of the University, through the relevant Departmental, College or Centre examination committee.

#### **C-11-5. Guideline Information for Examination Invigilators**

1. Invigilators must check the date, time and location of examinations which they are invigilating. If urgent circumstances prevent participation, the Senior Invigilator must be advised immediately. As much as possible, Invigilators should arrange for their own replacement.
2. If more than one course is being examined in a venue, then one Invigilator is nominated as the Senior Invigilator.
3. The Senior Invigilator should insure that the examination papers, answer books and related materials are available for distribution in the examination.
4. The Senior Invigilator must insure that copies of Incident Report Forms are available for various cases that are mentioned below.

5. Invigilators must arrive at least 20 minutes before the examination is due to start.
6. Students are allowed access to the examination venue at least 10 minutes before the start of the examination.
7. Invigilators must insure that students are properly spaced out so that there is no possibility of communication or copying.
8. Invigilators will take students attendance after 30 minutes from the start of the examination and indicate "ABSENT" on the official roster when a student is not present. The roster must then be initialled and returned to the Senior Invigilator who should sign it and submit it to the person responsible for invigilation in the College.
9. Invigilators will distribute examination papers and answer books (if required), placing examination papers face downwards and informing students not to start until they are told to do so.
10. At the appropriate time, Invigilators announce the start of the examination and then inform students:
  - a. of the duration of examination.
  - b. to write their name & I. D. number clearly on the first page.
11. On a list of students scheduled for the examination, Invigilators should record the names + I.D. numbers of any student leaving the examination early (e.g. within 1/3 of total time allocated).
12. Invigilators are to be alert for any students requesting assistance/information. If it is a matter of interpretation of questions, seek assistance from the academic person present who represents the particular discipline.
13. Invigilators must constantly patrol all parts of the examination venue along all the walkways, making it obvious to students that any signs of cheating are being monitored. They must check that student ID cards are placed in full view on the desks and examine cards for resemblance of the candidate and the photograph. If impersonation is suspected, an incident report must be completed and submitted to the Senior Invigilator who may decide to confiscate the ID card on display and require the student to provide further identification, either during or after the examination.



- 14.If a student is found cheating, Invigilators must complete an incident form, and submit it to the Senior Invigilator who will report it to the College for action to be taken according to the student misconduct policy.
- 15.Students must be informed of the time at the following points during the examination: halfway, three quarters way and with five minutes remaining.
- 16.At the end of examination, students must be told to stop writing, check that their I.D. numbers are on the first page and to hand in their script to an Invigilator.
- 17.Invigilators must collect completed examination scripts, checking that the total number remitted matches the number of students present as per the roster.
- 18.The Senior Invigilator will deliver completed scripts to the Course Coordinator.
- 19.If the examination is held in the Female Sports Complex, female Invigilator should be assigned.
- 20.If there is any doubt as to a student's right to sit an examination, then the student should be allowed to sit. The resulting answer script should be kept separate at the end, and together with a full report, given to the Senior Invigilator for action.
- 21.There must always be a spare Invigilator for all exams, so that no Invigilator is left on his/her own to cope with a difficult situation.

### **C-11-6 Final Examinations Regulations**

At the end of the scheduled teaching period two weeks are set aside for final examinations at the end of each semester (Fall & Spring). A final examination assessment is different from other assessments in any of the following aspects:

1. All course material should be covered rather than a portion or partial accumulation as could be the case in other assessments.
2. Weight: 40% -60% of the total grade.
3. Duration of the Final Examination of a course is up to 3 hours or as indicated in the course outline. In case a disabled student is given extra time to do an exam, this extra time shall not exceed double the amount of the time originally given to the exam. An

exam time can be divided into separate sessions depending on the nature of the disability.

A final assessment may take a form other than a written final examination: for example, oral presentation, seminar, project demonstration, etc.

The decision to hold a written final examination should be made on a course-by-course basis with no blanket decision imposed upon all courses in a College. If multiple sections of a course exist, a course coordinator should ensure that the final is the same for all sections. For written final examinations, the following conditions apply:

1. All examinations will be scheduled within the time period designated for examinations as approved in the University Calendar of Events. No examinations may be scheduled outside that period except for general University Electives
2. The final examinations for university elective courses are held in week fourteen.
3. The final examinations for university requirement courses, Centre of Preparatory Studies courses (non-credit), Labs and Tutorials are held in week fifteen.
4. Any students who have more than two examinations in one day or more than three in two consecutive days may notify their Assistant Dean for Undergraduate Studies so that an alternative can be explored during the registration period. In considering such cases the examination with the highest enrolment must take priority. Disabled students shall not have more than one final exam on the same day. If two or more final exams were scheduled for a disabled student on the same day, the Assistant Dean for Undergraduate Studies shall be notified to find a suitable solution, in which case, priority shall be given to the course that has more students.
5. Examinations must be scheduled in a secure venue that allows adequate invigilation.
6. In the event of official leave on any of the days of the final examinations, except for the university elective courses, all the examinations scheduled on the day of leave and the subsequent exams shall be moved to the day following the exam date.

### **C-11- 7. Final Examination Papers**

1. Final Examination/Question Papers should be comprehensive.
2. Emendation of all examination question papers is the responsibility of concern department in particular to the HoD.
3. Examination papers shall be held in a secure location until the time for their release to students. Final Examination papers shall be stored in the Examination Unit/Department.
4. Collection of question papers for distribution is the responsibility of the Senior Invigilator or his/her nominated representative and should occur at least one half hour before the announced start time of the examination.
5. Departments (Instructor/Coordinator of the course) should keep final examination papers for two semesters after each examination.
6. The examination papers should be destroyed by incineration after two semesters.
7. Departments/coordinators are required to keep final examinations papers for two semesters after each examination in a secure place accessible by the HoD and Examination Unit Head. The examination papers should be destroyed thereafter.

### **C-12. Repeated Courses**

A student must repeat courses within the following three semester as follows:

1. Any failed (F, FW) course that is required in the degree programme for two times only.
2. May repeat a course with grade of C or below for one time only
3. In all cases of repeated courses, all grades earned shall appear on the transcript but the most recent grade only shall be used in the calculation of the Grade Point Average (even if it is lower than the original grade).
4. In case a course is failed more than once, the student requires permission from the concern HoD for course substitution.

### C-13. Grade Changes

All grades other than 'FSP' and 'Incomplete' and 'IP' shall be considered final once formally submitted to the Deanship of Admissions and Registration.

- Final grades may be changed only if there has been an error in computation or transcription. In extraordinary and documented circumstances a grade may be revised.
- No final grade can be revised by setting an extra examination or the submission of additional work after the end of the semester

### C-14. Grade Appeal

Students have the right to appeal against grades that they obtain in any course within 30 days from the official announcement of the results. The appeal shall proceed strictly as follows:

1. There will be an administrative charge of RO 5 (Five Omani Rials) for all appeal cases. The charged fee will be refundable if the appeal is successful.
2. Grade appeal requests should be submitted to the Assistant Dean for Undergraduate Studies of the respective course college.
3. The Assistant Dean for Undergraduate Studies will refer the requests to the Department/College Examination Committee, as applicable, or to the relevant department's HoD who will refer the case to the Department Examination Committee.
4. The HoD or Chair of Department/College Examination Committee will form a "Grade Appeal Committee".
5. The concerned instructor will provide all the relevant materials for the Committee to make a judgment on the case. The student may be invited, if necessary.
6. The Committee should consider errors related to marking, grading, computation or transcription.
7. The Department Grade Appeal Committee will send its decision to the concerned HoD, while the College Grade Appeal Committee will send its decision to the College Examination Committee.

8. The HoD/Chair College Examination Committee will refer the examination appeal committee's decision to the Assistant Dean for Undergraduate Studies who will forward it to the Deanship of A&R in case of change of grade, through the Dean.
9. The Grade Appeal Committee's decision is final.
10. Student can appeal to the VC against the college's decision

## C-15. Students' Academic Misconduct

Academic misconduct is defined as the use of any dishonest or deceitful means to gain some academic advantage or benefit **(For more details please refer to the Student Academic Misconduct Policy)**. This can take many forms, including but not limited to:

### 1. Examinations

- a. Plagiarism, or attempting to plagiarise from another student's work, or permitting another student to copy from your work.
- b. using notes of whatever kind as a form of answers in a closed book examination.
- c. impersonation of another student in an examination, seminar or other form of presentation.
- d. disrupting the conduct of examinations by illegally obtaining access to examination papers or answers, and/or distribution of this material to others.

### 2. Assignments, Essays, etc.

- a. **plagiarism:** Using the words, thoughts, ideas, results, etc., of another person in a written assignment, without acknowledging the source, as if it were the student's own work.
- b. **copying:** Copying another person's answers in an essay, assignment, paper, laboratory report, etc. and presenting it, either wholly or with only minor changes, as if it were the student's own work.
- c. **collusion:** Working with others on an assignment which is intended to be an individual assignment, and incorporating their material into your work.

- d. **switching:** Submitting work completed for one course in another course without the permission of the instructor
- e. **falsification:** Inventing data or altering data that have been obtained from legitimate sources

### 3. Forging University documents

Submitting or using forged academic documents or forged signatures for the purpose of personal gain or fraud.

#### C-15-1. Student Academic Misconduct Penalties

If a student commits an act of academic misconduct, whether defined above or of a different nature, it will be documented and then one or more of the following penalties may be applied:

- written warning
- downgrading of an assignment or examination
- an 'F' grade given to the assignment or examination
- an 'F' grade given to the course
- suspension from the University for a specified period
- expulsion from the University

# Part D

## Graduation Regulations

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### D-1. Degree Plans

Requirements for completing a degree shall be stated for each year of entry (Cohort) as the total number of credits needed with specific instructions based on University, College, Major, Minor and Specialization programme credits, Elective and other specific requirements.

Degree requirements are classified into three groups:

#### a) University Requirements

**For 2017 backwards, all degree plans include the following University Requirements:**

- Completion of the Foundation Programme
- 3 credits in Arabic Language
- 2 credits in Oman and Islamic Civilization or Islamic Culture
- 1 credit in Contemporary Omani Society
- 6 credits in General Elective Courses

**For 2018 onwards, all degree plans include the following University Requirements:**

- Completion of the Foundation Programme
- 2 credits in Contemporary Omani State and People
- 2 credits in Arabic Language
- 2 credits in Oman and Islamic Civilization or Islamic Culture
- 6 credits in General Elective Courses

#### **General Elective Courses:**

These are regular courses (usually 2 cr and 1000 or 2000 level) offered by any College in the University which the student may freely choose to take (subject to fulfilling pre-requisite requirements), but which do not form part of his or her College or Specialization requirements and electives. They may not be restricted to a subset of courses at the

College level. The courses chosen should not duplicate others already taken.

Students are not allowed to register more than two University Elective courses each semester.

Students who have completed the requirements of university elective courses are not allowed to register in an additional university elective course without the approval of the assistant dean of the college in which the student is enrolled. The registration of additional university elective course should be during add and drop week.

## b) College Requirements

These are courses required of all students in a particular College, and may fall into two categories:

- Courses that must be successfully completed by all students as part of all degree plans for their College. Elective courses specified by the College, from which the student may make a selection according to any stated guidelines.

## c) Major Requirements

These are courses required for the Major and may fall into two categories

- Courses which must be completed by all students as part of the degree plan for their Major.
- Elective courses specified for the Major, from which the student may make a selection according to any stated guidelines.

Only credits earned in courses which fall within the degree plan for the Major shall be counted towards the total required for a degree. **A graduation grade point average** is calculated based on the credits mentioned above. Students who are interested in changing their major/specialization may therefore not be able to count all credits previously earned as part of their new degree plan.

No more than 10% of the total credits in a degree plan may be graded Pass/Not Passed.

The degree requirements specified when a student is admitted to his degree programme shall remain in effect until the degree is completed.



The duration of a degree programme shall be stated in credits which, given normal scheduling patterns, can be completed within a customary number of years. A maximum time limit of four additional regular semesters beyond the norm may be imposed.

#### **d) Minor**

Minors are a sub-majors which are applicable in certain programs within some Colleges. The principle of selection of minors, both within and between colleges, is encouraged. The following guidelines should be applicable:

1. Only one minor is permitted.
2. The minimum number of credits should be 18 credits.
3. Courses should be restricted to courses of 2 - 4 credits taken from a specified selection that totals no more than 24 credits. The Minor course list should specify which courses are required including prerequisites.
4. A maximum of 8 credits may be 'double counted' for the minor and another component of the degree.
5. An average GPA of 2.00 must be achieved in the courses taken for the minor.
6. The intention to take a minor is made in the early years of student's study, but is only awarded on completion when the above conditions are satisfied. The intention to take a minor is guided by the student's college, subject to approval of the college offering the minor.

#### **D-2. Requirements for Graduation**

In order to qualify for graduation, students should:

- Complete the curriculum requirements of their degree programmes with a minimum graduation GPA of 2.00.
- Fulfil any additional requirements specified by the degree plan.
- Clear all encumbrance from all concerned University Units.

The graduation certificate will show both the major and minor where applicable.

### D-3. 'Re-sit' Criteria for Graduating Students

A 're-sit' may be awarded to a student who has passed all degree requirements but failed one course in the last two semesters. This is awarded upon the recommendation of the Instructor, with the approval of the department/college board or its delegate. The maximum grade awarded should not exceed a "C" grade. See also sections C13 Grade Changes and C14 Grade Appeal.

### D-4. Course Substitutions

A substitute course is not an equivalent course. The grade of the substitute course does not replace that of the failed course. The credits and grades of both courses are included in the calculation.

In exceptional circumstances, the Assistant Dean for Undergraduate Studies, in consultation with the Head of Department, and the Deanship of Admissions and Registration, allow substitution of *elective* courses from a degree plan.

#### D-4-1. Substitution of a *Required* Course from a Degree Plan

A substitute course is used to replace a *required* course from a Degree Plan. This occurs when the required course is no longer offered or has been failed a number of times.

The necessary conditions under which a substitution is permitted are:

1. A course which is not offered or has timetabling conflict for a student in his final academic year may be substituted by the approval of the head of the concerned department and the assistant dean for the undergraduate studies of the college where the student is enrolled and with consultant of the Deanship of A&R, provided that the number of credit hours for the alternative course is not less than the number of credit hours for the course required in the study plan, and the two courses should be at the same academic level (1000, 2000, 3000 ... etc).

2. Students who are expected to graduate at the end of their academic year (Fall, Spring, Summer) are allowed to substituted up to two courses from the study plan.
3. A course to be substituted/replaced must be:
  - a. by another course or courses of equal or greater credits
  - b. taught in the same language.
4. A course *cannot* be substituted with University Elective course(s)
5. The substitution should be approved *before it is registered* by the student and requires college and Deanship of A&R approval.

**Note: that substitution of elective courses from a degree plan is subject of student's college approval only.**

### **D-5. Changes to Approved Degree Plan**

Every effort is made to maintain the program of study described in the approved degree plan. However, changing circumstances may require a minor revision/change to that approved degree plan. Such changes must be approved by Department/College Board in consultation with the Deanship of Admissions and Registration. Major changes such as number of total credits and/or changing the title of the degree require the approval of Academic and University Councils.

This will be announced to student and concerned staff. These changes, are binding on students in terms of graduation requirements.

Students repeating a failed course are bound by any revision to course content, credits, or hours made to that course.

## D-6. Duration of Study in the University

### a. Maximum duration of Study

Students are expected to complete their degrees within a reasonable time frame. This is defined below:

#### 1. Arabic Language medium Degrees

Total Credits	Usual Duration	Maximum Duration
120- 130	4 years	5 years
Above 130	5 years	6 years

#### 2. English Language medium Degrees

Total Credits	Usual Duration	Maximum Duration
120 - 130	4.5 years	5.5 years
Above 130	5.5 years	6.5 years
Clinical Programme (MD)	6 years	8years

**Any exceptions will be considered on an individual basis.**

- b. 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 below; except students in the clinical programme (MD):

Semesters in Credit	Acceptable Number of Credits Earned	Unacceptable number of credits Earned
1	0-12	-
2	1-24	0
3	13 – 36	12
4	25 - 48	24
5	37 – 60	36
6	49 - 72	48
7	61 - 84	60
8	73 - 96	72
9	85 - 108	84
10	97 - 120	96
11	109 - 132	108
12	121 - 144	120
13	133 - 156	132

## **D-7. Classification of Degrees**

Degrees awarded shall be classified based on the graduation grade point average earned on all courses within the degree plan according to the following scheme for their final cumulative or graduating Grade Point Average:

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