

## REGULATIONS No. (17) of (2017)

### AWARDING THE BACHELOR'S DEGREE REGULATIONS AT UNIVERSITY OF PETRA

- Article (1) :** A. These Regulations are titled and shall be cited as the “Awarding the Bachelor’s Degree Regulations at University of Petra of (2017)”<sup>1</sup> and shall go into effect as of the date they are approved by the University Council<sup>2</sup>.
- B. Unless the context indicates otherwise, the following terms and expressions, wherever mentioned herein, shall have the hereunder designated meanings:

<b>University</b>	: University of Petra.
<b>Dean</b>	: The Dean of the Faculty in which the student is registered.
<b>Faculty</b>	: Any Faculty at the University.
<b>Department</b>	: The Department in the Faculty.
<b>Regular</b>	: The First or the second semester of an
<b>Semester</b>	academic year.

- Article (2) :** These Regulations shall be applicable to full-time students, registered for obtaining the **Bachelor’s Degree** in the Faculties of the University. It is the responsibility of the student to acquaint him (her) self with these regulations and with all the publications linked to these.

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<sup>1</sup> Approved in its session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)

<sup>2</sup> Approved in its session No. (3-2017/2018), dated on 26/03/2018, Resolution No. (5-2017/2018)

**Article (3) :** Until other Faculties are established, the University incubates the following Faculties and Departments<sup>3</sup>:

Faculty		Department
<b>Arts &amp; Sciences</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	<b>Arabic Language &amp; Literature</b> <b>English Language &amp; Literature</b> <b>Educational Sciences</b> <b>Chemistry</b> <b>Modern Languages</b> <b>Mathematics</b> <b>Human Basic Sciences</b>
<b>Architecture &amp; Design</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<b>Architecture</b> <b>Interior Design</b> <b>Graphic Design</b> <b>Animation &amp; Multimedia</b>
<b>Administrative &amp; Financial Sciences</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	<b>Business Administration</b> <b>Finance &amp; Banking</b> <b>Accounting</b> <b>Business Intelligence &amp; Data Analytics</b> <b>Marketing</b> <b>E-Business &amp; Commerce</b> <b>Financial Technology</b>
<b>Pharmacy &amp; Medical Sciences</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	<b>Pharmaceutical Medicinal Chemistry &amp; Pharmacognosy</b> <b>Pharmaceutics and Pharmaceutical Technology</b> <b>Pharmacology and Biomedical Sciences</b> <b>Nutrition</b>
<b>Information Technology</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<b>Computer Science</b> <b>Information Security</b> <b>Software Engineering</b>

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<sup>3</sup> Approved in its session No. (13-2021/2022), dated on 27/12/2021, Resolution No. (105-2021/2022)

	4.	<b>Data Science &amp; Artificial Intelligence</b>
<b>Law</b>	1. 2.	<b>Public Law Private Law</b>
<b>Mass Communication</b>	1. 2. 3.	<b>Radio &amp; Television Journalism &amp; Digital Media Digital Promotional Media</b>
<b>Engineering</b>	1.	<b>Civil Engineering</b>

- Article (4) :**
- A.** The Bachelor’s Degree is awarded by a decision of the Deans’ Council.
  - B.** The Council shall approve the study plans leading to the award of the Bachelor’s Degree in the fields of specializations (majors) proposed by the Departments upon recommendations from the concerned Departments’ Councils, Faculties’ Councils and the University Curriculum Committee.
  - C.**
    - 1.** Study plans are designed according to the credit hour system.
    - 2.** Each course in the study plans is assigned **(3)** credit hours and the Deans’ Council may, for some courses, decide to assign more or less than this number.
    - 3.** Credit hours for each course are assigned according to the rule: a one credit hour is equal to one weekly lecture or one seminar. Laboratory and other practical hours are calculated individually for each course, but in all cases, the calculation of the credit hours of these should not be less than two practical hours or two laboratory hours.

- D. The minimum number of credit hours for awarding the Bachelor's Degree in all majors at the University are as follows<sup>4</sup>:

Major	No. of Credit Hours
<b>Faculty of Arts and Sciences</b>	
Arabic Language & Literature	135
English Language & Literature	135
English Language / Translation	135
French and English Language & Literature	135
Class Teacher	135
Child Education	135
Chemistry	132
Mathematics	132
<b>Faculty of Architecture &amp; Design</b>	
Architecture	165
Interior Design	143
Graphic Design	137
Animation & Multimedia	137
<b>Faculty of Administrative &amp; Financial Sciences</b>	
Business Administration (Available in two tracks: in Arabic – in English)	132
Marketing	132
Business Intelligence & Data Analytics	132
Finance & Banking	132
Accounting (Available in two tracks: in Arabic – in English)	132
e-Business & Commerce	132
Financial Technology	132
<b>Faculty of Pharmacy &amp; Medical Sciences</b>	
Pharmacy	166

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<sup>4</sup> Approved in its session No. (13-2021/2022), dated on 27/12/2021, Resolution No. (105-2021/2022)

<b>Clinical Nutrition &amp; Dietetics</b>	<b>136</b>
<b>Faculty of Information Technology</b>	
<b>Computer Science</b>	<b>134</b>
<b>Software Engineering</b>	<b>133</b>
<b>Information Security</b>	<b>133</b>
<b>Data Science &amp; Artificial Intelligence</b>	<b>133</b>
<b>Faculty of Law</b>	
<b>Law</b>	<b>141</b>
<b>Faculty of Mass Communication</b>	
<b>Radio and Television</b>	<b>135</b>
<b>Journalism &amp; Digital Media</b>	<b>135</b>
<b>Digital Promotional Media</b>	<b>135</b>
<b>Faculty of Engineering</b>	
<b>Civil Engineering</b>	<b>160</b>

#### Article (5) : Study Plan

A. The study plan for each major for which the Bachelor's Degree is awarded consists of:

##### 1. University Requirements:

The total number of credit hours designated for these requirements is **(24)**, and is distributed as follows:

- University Compulsory Requirements: **(18)** credit hours.
- University Elective Requirements: **(6)** credit hours.

The University Elective Requirements may be altered by a Council of Deans' decision, in compliance with item **(4-B)** above.

These Requirements are<sup>5</sup>:

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<sup>5</sup> Approved in its session No. (13-2021/2022), dated on 27/12/2021, Resolution No. (105-2021/2022)

<b>University Compulsory Requirements (18 Credit Hours)</b>		
<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
9400100	National Education	3
9400109	Military Sciences	3
9400113	Communication Skills in Arabic (1)	3
9400123	Communication Skills in English (1)	3
9300105	Entrepreneurship and Innovation	2
9400107	Leadership and Social Responsibility	2
9400108	Life Skills	2

<b>University Elective Requirements (6 Credit Hours)</b>			
<b>Category</b>	<b>Course No.</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Humanities</b>	9400103	Human Civilization	3
	9400114	Communication Skills in Arabic (2)	
	9400124	Communication Skills in English (2)	
	9700102	Human Rights	
	9400104	Political Sciences	
	9400133	Jerusalem and the Palestinian Cause	
<b>Science, Technology, Health &amp; Arts</b>	9100101	Science and Life	3
	9200102	Development and Environment	
	9500101	First Aid	
	9500111	Food and Nutrition in Our Life	
	9600104	Digital Culture	
<b>Total</b>			<b>24 Cr. Hrs.</b>

## 2. Faculty Requirements:

These requirements vary in number according to the Faculty, and are distributed into: Faculty Compulsory

Requirements and Faculty Elective Requirements Or  
only Faculty Compulsory Requirements.

**3. Major Requirements:**

These requirements vary in number according to the study plans the departments, and are distributed between Department Compulsory Requirements, Department Elective Requirements and Department Supportive Requirements (if any).

**4. Free Requirements:**

These are courses the student selects from any department, and are assigned a number of hours according to the departments' study plans. If a student studies more courses than what is designated in his/her study plan, only the highest grade enters in the calculation of his/her Cumulative Grade-Point Average (GPA).

**B. Placement Tests**

**1. Arabic Language Placement Test:**

- Upon joining the University, all students shall sit for the **Arabic Language Placement Test** on dates set by the University in order to measure their basic skills in the language.
- If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course to improve his/her language skills. The number of this course is **9401099**, and it is of **(3)** credit hours that do not enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he

will be qualified to register in the course:  
**Arabic Language (1).**

**2. English Language Placement Test:**

- Upon joining the university, all students shall sit for the **English Language Placement Test** on dates set by the university in order to measure their basic skills in the language.
- If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course to improve his/her language skills. The number of this course is **9402099**, and it is of **(3)** credit hours that don't enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he will be qualified to register in the course: **English Language (1).**
- A student who has obtained a foreign secondary school certificate in English is exempted from the English Language Placement Test and from studying a remedial course in English as well.
- A student who has passed the **(TOFEL)** (or any other test of the same level) is exempted from the English Language Placement Test if his/her score in one of these tests are as follows:

<b>Paper- Based</b>	<b>Computer- Based</b>	<b>Internet- Based</b>	<b>IELTS</b>
<b>500</b>	<b>173</b>	<b>61</b>	<b>5</b>

- A student who has passed the **National English Language Test (NELT)** accredited



by the Ministry of Higher Education and Scientific Research for the admission to higher education programmes is exempted from the English Language Placement Test if his/her score is 50% or above<sup>6</sup>.

### 3. Computer Skills Placement Test:

- Upon joining the university, all students shall sit for the **Computer Skills Placement Test** on dates set by the university in order to measure their basic computer skills.
- If a student fails this test, or s/he does not sit for it in the first academic year, s/he shall have to regularly study, for one semester, a remedial course, to improve his/her computer skills. The number of this course is **9601099**, and it is of **(3)** credit hours that do not enter in the calculation of the (GPA) nor in the number of hours required for graduation. The student shall sit for an exam in this course; and upon passing it, s/he will be qualified to register in the course: **Computer Skills**.
- A student who has obtained the **(ICDL)** (or its equivalent) is exempted from the Computer Skills Placement Test.

A student shall be considered **(fail)** in any of the above placement tests if s/he is absent from the exam designated for it. If the absence is excused, s/he shall – within a maximum of one week from the date of the exam- submit a petition to the Dean responsible for the test to decide whether to allow him/her to sit for it later or not. This decision is to be notified in writing to the Dean of Admission and Registration.

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<sup>6</sup> Approved in its session No. (42-2019/2020), dated on 31/08/2020, Resolution No. (273-2019/2020)

**C. Military Sciences:**

This course is compulsory for Jordanian students and is elective for others. The credit hours for this course are counted in the hours required for graduation, but do not enter in the calculation of the (GPA). Non-Jordanian students, who have chosen **not** to register for this course, are required to register for any other course from the University Elective Requirements that is equivalent to it in number of hours and that will not enter in the calculation of their (GPA). Jordanian students who are graduates from the Royal Military College, the Candidates School or any equivalent institution are exempted from studying this course.

**D. National Education:**

This course is compulsory for Jordanian students and elective for others. The credit hours for this course are counted in the hours required for graduation and they enter in the calculation of the (GPA). Non-Jordanian students, who have chosen **not** to register for this course, are required to register for any other course from the University Elective Requirements that is equivalent to it in number of hours and that will enter in the calculation of their (GPA).

- E.**
1. A student shall study courses that have prerequisite(s) after satisfying these prerequisites.
  2. The Dean of the concerned Faculty may in necessary cases permit a student to study a course without – satisfying the prerequisite(s). This decision is to be notified in writing to the Dean of Admission and Registration.

**Article (6) : Duration of Study**

- A.** The average duration of study for the Bachelor's Degree is four academic years, except for Pharmacy, Architecture and Civil Engineering majors, it is five academic years. The academic year is defined as two regular semesters and one

optional summer semester. The duration of the regular semester is at least **(16)** weeks including examinations, and that of the summer semester is **(8)** weeks at a minimum including examinations.

- B.** The duration of study for the Bachelor's Degree in Pharmacy, Architecture and in Civil Engineering shall not be less than four years, and it shall not be less than three years for all other majors, except for transfer students and those joining the university in the summer semester. For a student who changes his/her major during his/her study, the minimum and maximum durations stated above shall still be applied from the date of joining the university till graduation, except for the permitted periods of postponement of study as stated in **Article (14)** of these Regulations.
- C.** The duration of study for the Bachelor's Degree in Pharmacy, in Architecture and in Civil Engineering shall not exceed eight years and it shall not exceed seven years for all other majors. Postponement and discontinued periods are not included here.
- D.** The summer semester is not counted for duration of study limitations.
- E.** In the event a student has not completed the requirements for obtaining the Bachelor's Degree during the maximum duration specified, but he/she can do so within one more semester, the University's President may permit to grant him/ her one more academic year to complete the graduation requirements<sup>7</sup>.
- F.** Students registered as candidates for the Bachelor's Degree are classified into four or five levels: First Year, Second Year, Third Year, Fourth Year and Fifth Year. A student is considered to be in the second, third, fourth or fifth level, when

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<sup>7</sup> The amendment of Item (E) of Article (6) was approved in University's Council Session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)

s/he has successfully completed (33, 66, 99,135) credit hours respectively for all majors.

**Article (7) : Academic Load**

- A.** The maximum academic load to be carried by a student in a regular semester is (18) credit hours, and is (9) credit hours in the summer semester. This maximum load could be increased to (21) credit hours upon approval of the Dean of the Faculty concerned on condition that the student has attained a cumulative (GPA) not less than (3.00) after his/her last semester.
- B.** The maximum academic load for a student expected to graduate in a regular semester is (21) credit hours and is (12) credit hours in the summer semester.
- C.** The maximum load could be increased for a student expected to graduate in a regular semester to (24) credit hours and to (15) credit hours in the summer semester, upon a recommendation from the Dean of the Faculty concerned and a decision of the Deans' Council.
- D.** The minimum academic load for a student in a regular semester is (12) credit hours. This minimum could be decreased in justified cases approved by the Dean of the Faculty concerned, and in that case the Dean of Admission and Registration is to be notified in writing.
- E.** The minimum academic load mentioned in item (D) above does not apply for a student expected to graduate in that semester.

**Article (8) : Academic Attendance**

- A.** Students are required to attend all lectures, discussions and practical sessions as specified for each course in the study plan.

- B.** A student is **not** allowed to be absent for more than **(15%)** of the scheduled hours of the course.
- C.** The instructor of the course issues a warning to students whose absence is repeated without acceptable excuses and is close to **(15%)**. This warning is prepared on a special form for this purpose and is posted on the advertisement board in the Faculty.
- D.** If the absence of a student exceeds **(15%)** of the total hours required for a course without a medical or a compelling excuse acceptable to the Dean of Faculty concerned, s/he shall be precluded from taking the final examination of the course, shall be given **(FA)** (Fail by Absence) grade in this course and s/he has to study that course again if it is compulsory. The **(FA)** grade shall enter in the calculation of his/ her semester (GPA) (SGPA) and in his/ her cumulative (CGPA) probation and dismissal purposes.
- E.** If the absence of a student exceeds **(15%)** of the total hours required for a course due to a medical or a compelling excuse acceptable to the Dean of the Faculty concerned, s/he shall be considered “Withdrawn” from that course, the policies of withdrawal shall be applied, the decision of the Dean shall be reported to the Dean of Admission and Registration and a **“W”** status for that course is recorded in the student’s transcript. Students representing the Kingdom or the University in official activities are exempted from this, and their allowable absence should not exceed **(20%)**.
- F.** The medical excuse should be in a medical report form, issued by the University’s physician, attested by him/her, or from an approved hospital (or in some cases from an outside medical unit). In all cases, the report has to be attested by the University’s physician and submitted to the Dean of Faculty concerned within a period not exceeding two weeks from the

first date of student's absence. In other compelling circumstances, the student submits his (her) compelling excuse within a week after the cause is over.

- G. Deans of Faculties, Heads of Departments, instructors and the Dean of Admission and Registration are all responsible for carrying out the aforementioned attendance regulations.

**Article (9) : Excuses:**

**The acceptable excuse:**

- A. The acceptable excuse is the medical excuse attested by the University's physician and which is acceptable by the Dean of Faculty. The compelling excuse is the one acceptable by the Dean of the Faculty.
- B. Any student, who is absent from a final exam, shall submit a petition to take a make-up exam to the Dean of the Faculty offering the course within three days after the date of the final exam. If the Dean approves the petition and decides to consider the status as **"Incomplete" (I)**, s/he then informs the instructor who gives the student a make-up exam within the specified period for it. If the Dean does not approve the petition, all grades obtained by the student prior to the final exam are recorded. In all cases, the decision is to be reported in writing to the Dean of Admission and Registration to be kept in the student record.
- C. The approval of the **"Incomplete" (I)** status for a student in a course is the sole authority of the Dean of Faculty offering the course.
- D. A student, who is absent from a semester's test for a course, for an acceptable excuse as in item (A) of this Article, shall present the excuse to the instructor of that course within three days after the cause is over. The course instructor in this case shall arrange a make-up test for the student as s/he sees fit.

**Article (10) : Examinations, Grades and Averages<sup>8</sup>**

- A.** The semester's works for each course consist of at least two written tests announced to students at least one week before their dates. The period for conducting the first test is the fifth or sixth week of the regular semester, and that for the second test is the eleventh or twelfth week. In the summer session, the first test is to be held during the third week and the second test is during the sixth week. All corrected test papers are to be returned to students within a week after holding the exam in the regular semester, and within **(72)** hours in the summer session. Course instructors shall announce the sum of marks gained by students for semester's works before the end of the compelling withdrawal period. Semester's works may include oral examinations, research papers, reports or all of these as deemed appropriate by the Department Council. Work throughout the semester shall be allocated (60%) of the final grade for the course.
- B.** The final exam for each course is held once at the end of the semester and is allocated **(40%)** of the final grade for that course. It may include oral or practical exams or reports that are allocated a certain percentage of the final grade, which may be changed by the Faculty Council.
- C.** Seminars, laboratory activities, field works, research works and projects are not governed by the regulations in items **(A, B)** of this Article, but by internal assessment methods recommended by the Department Council and decided by the Faculty Council. For a multi-section University Requirement course, a common (unified) exam is to be held for it.
- D.** Department Council recommends and Faculty Council decides on the distribution of marks for full online and blended courses that are not included in item **(C)** of this Article. Assessment

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<sup>8</sup> The amendment of Article (10) in addition to the new Item (D) were approved in University's Council Session No. (3-2020/2021), dated on 29/07/2021, Resolution No. (7-2020/2021)

methods shall include at least one exam in addition to the final exam, depending on the nature of the course.

- E.** The instructor of the course is wholly responsible for correcting test and exam papers for his/her courses, and for revising and recording the results.
- F.** For a multi-section course, one of its instructors is proclaimed a coordinator to determine a unified method of assessment for it.
- G.** The instructor of a course shall record the final grades in letters and points on the forms designated for this. The instructor hands in the grade rosters to the Head of the Department concerned for approval, and then to the Dean of Faculty concerned for final approval, who in turn submits them to the Dean of Admission and Registration and keeps a record in the Faculty. In case grades are electronically reported, special regulating procedures are to be followed.
- H.** Statistics of the results are presented to the Dean of the Faculty who may discuss it with the Head of the Department if needed. The statistics may include number of students who passed and of those who failed the course, and distribution and percentages of grades for the course.
- I.** Final results are electronically announced to students by the Dean of Admission and Registration after being recorded and approved.
- J.** A student may in writing file an appeal form, before the end of the second week of the following semester, concerning his/her final grade after paying a two JOD appeal fee. In this case, the Dean of the Faculty – in the presence of the instructor involved and the Head of the Department-shall revise the correction of the final exam answer sheet to verify that partial grades are correctly totaled and recorded, and that no question is left uncorrected. In case there is such an error, the proper



correction shall be made. Change of the grade, accompanied with verifications, is then reported to the Dean of Admission and Registration for verification and implementation.

- K.** Students are permitted to review their semester test answer sheets, reports and research works. Final exam answer sheets are excluded from this and are reserved in the Faculty for two years.
  
- L.** Any student whose designation status is **“Incomplete” (I)** in a course shall sit for a make-up exam within **(3)** weeks after the commencement of the following semester (summer session is excluded). If s/he fails to sit for this make-up exam, a **(zero)** grade is given for this exam, and the final grade in that course shall be the total of the semester’s works (tests and other assessments) attained prior to the final exam of this course. In case a student has an approved postponement of study in the following semester mentioned above or s/he is discontinued for a compelling cause, s/he has the right to sit for the make-up exam after termination of the postponement or after being re-registered.
  
- M.** Any student who absents him/ herself from an announced final exam for a course without an acceptable excuse, a **(zero)** grade is assigned for that exam, and the final grade in that course shall be the total of the semester’s works (tests and other assessments) attained prior to the final exam.
  
- N.** The courses’ grades are classified and designated by letters and by the corresponding number of points :

<b>Letter</b>	<b>Grade Points</b>
<b>A</b>	<b>4.00</b>
<b>A-</b>	<b>3.67</b>
<b>B+</b>	<b>3.33</b>
<b>B</b>	<b>3.00</b>

<b>B-</b>	<b>2.67</b>	
<b>C+</b>	<b>2.33</b>	
<b>C</b>	<b>2.00</b>	
<b>C-</b>	<b>1.67</b>	
<b>D+</b>	<b>1.33</b>	
<b>D</b>	<b>1.00</b>	
<b>D-</b>	<b>.067</b>	<b>Fail</b>
<b>F</b>	<b>0.00</b>	<b>Fail</b>
<b>FA</b>	<b>0.00</b>	<b>Fail (by Absence)</b>
<b>P</b>	<b>-</b>	
<b>NP</b>	<b>-</b>	

(The minimum passing grade in a course is “D”)

The academic standings of students are classified according to the following distribution of their Cumulative Grade Point Average (CGPA):

<b>Cumulative (GPA)</b>	<b>Academic Standing</b>
<b>3.89 – 4.00</b>	<b>Excellent with Distinction</b>
<b>3.67 – 3.88</b>	<b>Excellent</b>
<b>3.00 – 3.66</b>	<b>Very Good</b>
<b>2.33 – 2.99</b>	<b>Good</b>
<b>2.00 – 2.32</b>	<b>Satisfactory</b>
<b>Less than 2.00</b>	<b>Weak</b>

- O. The (CGPA) is computed by multiplying the grade points of the letter grade obtained for each course in the study plan by the number of credit hours allocated for that course, and then dividing the sum of the resulting products by the total number of credit hours of all passed and failed courses taken by the student.

- P.** The (CGPA) is rounded to the nearest two decimals.
- Q.** The (CGPA) is the average of all passed and failed courses in the study plan of a student, up to the date of computing it. In case a student has in some courses an “Incomplete” “**I**” notation, the (CGPA) shall be retroactively recomputed after removing such notation.
- R.** All courses, from which a student has withdrawn and for which “**W**” notation has been designated, do not count in the calculation of the (CGPA) and in the number of credit hours studied by him/ her.
- S.** Some courses studied by a student are counted in the number of credit hours studied by him/ her, but do not enter in the (CGPA) required for graduation. These courses are designated either “Pass with no Points” (**P**) or “Fail with no Points” (**NP**).
- T.**
- 1.** The name of a student shall be placed on the “University Honor List” in any semester (excluding summer) if his/her semester (GPA) (SGPA) is (**3.89**) or higher in that semester and this placement shall be cited in the student’s record, on condition that his/her academic load is not less than (**15**) credit hours in that semester, and s/he has not received a disciplinary punishment action in that semester. Credit hours of courses designated by (**Pass/Fail**) notions shall not count in the student’s load for this purpose.
  - 2.** The name of a student shall be placed on the “Faculty Honor List” in any semester (excluding summer) if his/ her semester (GPA) (SGPA) is (**3.67**) or higher in that semester and this placement shall be cited in the student’s record, on condition that his/ her academic load is not less

than **(15)** credit hours and s/he has not received a disciplinary punishment action in that semester. Credit hours of courses designated by **(Pass/Fail)** notions shall not count in the student's load for this purpose.

**Article (11) : Repeating Courses – Substitute Courses**

- A.** A student shall repeat compulsory courses which s/he has failed. If a student failed an elective course, s/he is permitted to repeat it or to choose another course from the study plan of the concerned Department.
- B.** In case a student repeated a course, the highest grade obtained shall only be considered, while the rest of grades are just placed in his/ her academic record.
- C.** Credit hours of repeated courses are counted only once in the number of credit hours required for graduation.
- D.** A student whose graduation in a semester depends on studying at most two compulsory courses that are not offered in that semester, or are offered but one (or both) is (are) in conflict with another compulsory course(s), can with the approval of the Dean upon recommendation by the Head of the Department concerned take a maximum of two substitute courses equivalent in level and in number of credit hours to those of the original courses. Substitute courses shall be taken from the elective courses offered by the student's Department or from courses offered by any other department in the students' Faculty. The Dean of Admission and Registration is to be notified in writing of this.
- E.** If a student fails a compulsory course at least twice and gets (F) or (D-) in that course or gets (FA) once or (F) or (D-) at least three times in a compulsory course, the

Dean, upon recommendation by the Head of the Department concerned, may permit him/her to take only once a substitute course from any of the courses in the Faculty equivalent in level and in number of credit hours to the original course<sup>9</sup>.

- F.** If a student studies a course that has been transferred from another university, the earned grade at the University shall be counted for him/her, and its transfer is cancelled.

**Article (12) : Placement on Probation**

- A.** A student is placed on academic probation whenever his/her (CGPA) falls below **(2.00)**.
- B.** A student placed on probation in a semester must remove it within a maximum of two regular semesters following that semester. The student removes the probation by raising his/her average to **(2.00)** or more.
- C.** A student shall be dismissed from his/her major if s/he fails to remove his/her name from the probation list; excluding a student who has successfully completed **(99)** credit hours.
- D.** A student is not be placed on probation at the end of his/her first semester of enrollment at the university or at the end of the first semester of changing the major. The academic advisor in these cases shall warn the student of his/her low (CGPA).
- E.** The summer session shall not be considered for probation purposes.

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<sup>9</sup> The amendment of Item (E) of Article (11) was approved in University's Council Session No. (1-2020/2021), dated on 11/10/2020, Resolution No. (2-2020/2021)

- F. A student who is dismissed from his/her major because of low (CGPA) **(2.00)** shall be accepted in “**Special Remedial Study**” status under the following conditions:
1. If his/her (CGPA) is not less than **(1.67)**, s/he is given four semesters to raise it to **(2.00)**. In case s/he failed to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/ her (CGPA) is not less than **(1.90)**, in which case, two more semesters are given to raise his/her (CGPA). Otherwise, the student shall be dismissed.
  2. If his/her (CGPA) is in the range **(1.00)** to less than **(1.67)**, s/he is given one semester to raise it to **(1.67)**, in which case s/he is given three additional semesters to raise it to the minimum (CGPA) accepted which is **(2.00)**. If s/he fails to do so, s/he shall not be permitted to continue studying under this status unless s/he has completed **(99)** credit hours of the study plan and his/her (CGPA) is not less than **(1.90)**, in which case, two more semesters are given to raise his/ her (CGPA). Otherwise, the student shall be dismissed.
  3. The maximum academic load of a student under this “**Special Remedial Study**” status is up to **(12)** credit hours. S/He may have **(18)** hours if those added are repeated courses<sup>10</sup>.
  4. A student shall not be dismissed if his/ her (CGPA) falls below **(1.00)** in his/her remedial study semesters.

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<sup>10</sup> The amendment of Item (3-F) of Article (12) was approved in University’s Council Session No. (1-2016/2017), dated on 23/11/2016, Resolution No. (4-2016/2017)

5. The (CGPA) attained by a student at the end of a summer session during probation and remedial studies periods shall be counted on condition that it is for his/her benefit, like removal from probation list or being given another remedial study chances within a higher category. The (CGPA) attained by a student at the end of a summer session during probation and remedial studies periods shall not be counted other than that for the purposes above.
6. The Academic Committee, which is composed of the Vice President of Academic Affairs, the Dean of the Faculty concerned and the Dean of Admission and Registration, shall study the appeals of students who are academically dismissed, in order to explore the possibility of their abilities to continue studying according to their (CGPA)s, number of completed hours and the possibility to raise their (GPA)s. The Committee's suggestions and recommendations are then submitted to the Deans' Council for approval.

**Article (13) : Drop-and-Add**

- A. A student may drop or add a course or more with no fine charges within the period from the commencement of the early registration to the end of the drop-and-add period stipulated in the academic calendar. Dropped courses during this period do not appear in the students' academic record. All students shall complete registration of courses before the beginning of study stipulated in the academic calendar. Otherwise, s/he shall be charged late registration fee(s) as stated in the academic calendar.

- B.** A student wishing to withdraw from a course or more after the beginning of study shall submit a drop-and-add form – issued by the Deanship of Admission and Registration – to the Dean of Faculty, who shall notify the Deanship of Admission and Registration of his/her decision on the matter.

If the withdrawal from a course or more takes place during the period between the first and the third week of a regular semester, **(75%)** of paid tuition for the course(s) is reimbursed, and if it is during the fourth and the fifth weeks, **(50%)** of paid tuition will be reimbursed. In either case, the dropped course(s) shall not appear in the student’s record. If a student withdraws from a course or more during the period from the sixth week to the beginning of the final exams period of a regular semester, a “compelling withdrawal” “**W**” notification shall appear in his/her academic record, and the whole paid tuition shall not be reimbursed. For the summer session, **(75%)** of paid tuition is reimbursed if the withdrawal takes place during the first and the second weeks, and **(50%)** for the period during the third week. A “**compelling withdrawal**” “**W**” notification shall appear in the student’s academic record and the whole paid tuition shall not be reimbursed, if the withdrawal takes place during the period from the fourth to the beginning of the final exams period of the summer session<sup>11</sup>.

- C.** If a student, except those newly registered or transferred, withdraws from all courses, a “**W**” note is recorded, tuition fees for all these courses shall be reimbursed to him/her in accordance with paragraph **(13-B)** of this article, a “**withdrawn from the semester**” note is recorded, and s/he shall be considered “**postponed the**

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<sup>11</sup> The amendment of Item (B) of Article (13) was approved in University’s Council Session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)



**semester”** if the semester is regular. This semester shall be counted in the allowable postponement period as stated in item **(14-C)** of these Regulations, and shall be recorded in the student’s transcript.

**Article (14) : Postponement of Study/ Suspension and Withdrawal from the University**

- A.** A student shall complete registration and drop-and-add processes in accordance with the academic calendar issued by the university every academic year. The University has the right to consider an enrolled student suspended and losing the University seat in any regular semester, if s/he fails to register within the designated period of registration of that semester. Such a student may be permitted to register if there are vacant seats in his/her major.
- B.** If a student wishes to postpone his/her study for a semester, s/he has to submit a postponement application provided by the Deanship of Admission and Registration before the end of the add-and-drop period of that semester. The Dean of the Faculty concerned makes the final decision and notifies the Dean of Admission and Registration. A **“postponed”** notification shall appear in the student’s academic record.
- C.** A student may postpone his/ her studies for a continuous or an interrupted period not exceeding four semesters. The Faculty Council may approve this postponement for a further period, but not exceeding six semesters in total.
- D.** A new or a transfer student is not permitted to postpone his/her studies unless s/he has studied one complete semester after enrollment in the University.

- E.** A postponement period shall not be counted within the duration of study required for awarding the Bachelor's Degree. A student who does not register before the end of the add- and – drop period of a regular semester and who does not apply for postponement of study to the Deanship of Admission and Registration shall be considered suspended and losing his/ her seat at the University and the notification **“Suspended/ Lost University Seat”** is recorded, unless s/he presents acceptable excuses for the delay before the end of the third week of study of a regular semester. The Academic Committee concerned shall then study the case, upon the student's request, taking into consideration the availability of vacant seats.
- F.** A student who wishes to withdraw from the University shall submit an application- designed for this purpose- to the Deanship of Admission and Registration, and has to get clearance from concerned University units. A **“withdrawn from the University”** notion shall be recorded in his/ her transcript.
- G.** A withdrawn from the University or a suspended / lost seat student may apply to the Deanship of Admission and Registration to be re-registered, provided that the total of his/her withdrawn, suspended and postponed semesters does not exceed **(3)** years. The Academic Committee concerned then shall study the application. If s/he is re-registered, his/her entire academic record shall be reserved provided that s/he completes the graduation requirements according to the study plan applicable at the time of joining the university. In this case, the previous duration of study will be counted within the duration of study required for obtaining the Bachelor's Degree, and the tuition stipulated at the time of joining the university shall be applied. If the student does not wish to retain his/her previous academic record, s/he has

to re-register as a new student. The admission policies and tuition in effect at that time shall then apply.

**Article (15) : Transfer from Other Universities**

- A.** Students from other universities are permitted to transfer to the University, if there are vacancies, according to the following conditions:
- 1.** Admission requirements at the University are met.
  - 2.** The university, university college or university institute from which the student is transferring is recognized by the University.
  - 3.** The student's average in the General Secondary Education Exam is acceptable by the Department at the University in the year s/he intends to transfer to, provided that the in effect decisions of the Jordanian Higher Education Council are not violated thereof.
- B.** The Dean of Admission and Registration transfers the accepted applications to the Dean of Faculty concerned to transfer equivalent credit hours according to the study plan of the concerned programs. Not more than **(50%)** of the study plan hours may be transferred. One semester for every **(15)** credit hours transferred, is deducted from the duration required for graduation, in accordance with Article **(6-C)**. Decisions about transferred credit hours are final and may not be adjusted or reconsidered except within the first year of enrollment of the student<sup>12</sup>.
- C.** Courses with grades **(50%)** or more (or **(D)** and above) other than department compulsory courses can be

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<sup>12</sup> The amendment of Item (B) of Article (15) was approved in University's Council Session No. (2-2016/2017), dated on 05/04/2017, Resolution No. (13-2016/2017)

transferred. Those department compulsory courses of the first and second year level can be transferred upon passing them, whilst keeping the condition of not transferring those department compulsory courses of the third, fourth and fifth year level that are below the mark of (C) or what is equivalent to it<sup>13</sup>.

- D.** Grades of transferred courses shall not be counted in the calculation of the (CGPA) at the university and a “**Transfer from Another University**” (T) is recorded in the student’s transcript.
- E.** A transfer student has to successfully complete at least **(50%)** of credit hours required by his/ her major at the University.
- F.** A student transferring from a Jordanian university shall not have been suspended because of disciplinary action imposed upon him/her, and shall provide the University with a certificate of good conduct upon his/her acceptance.

#### **Article (16) : Study at Another University**

A student at the University may, after submitting an acceptable excuse to the Dean of Faculty concerned, study not more than **(36)** credit hours in another recognized university. These hours are then transferred to him/her in accordance with item (C) of Article (15), provided that:

- A.** The student has completed not less than **(36)** credit hours at the University and his/ her (CGPA) is not less than **(2.5)**.
- B.** His/ her study at the other university in which s/he plans to study is by full attendance.

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<sup>13</sup> The amendment of Item (C) of Article (15) was approved in University’s Council Session No. (3-2019/2020), dated on 17/08/2020, Resolution No. (8-2019/2020)

- C. The student has to obtain approval of the Department Council on the courses to be studied.
- D. The total number of credit hours of courses studied outside and of credit hours transferred to the student before should not exceed **(50%)** of the credit hours required by the student's major.

**Article (17) : Changing Major**

A student may change his/ her major if the following conditions are met:

- A. There is a vacancy in the major s/he intends to change to.
- B. The student's average in the General Secondary Education Exam qualifies him/her for admittance to the major intended to change to, in the year of obtaining the (GSE) certificate or in the year of admittance to the University.
- C. An application is to be submitted to the Deanship of Admission and Registration during the period determined by it in every semester. All successfully completed courses shall be counted for the student provided that they are in accordance with the study plan of the major to which s/he changes.
- D. All probation and dismissal rules apply in accordance with the study plan of the major to which s/he changes.
- E. A student who has changed his/her major may submit in writing a request to the Deanship of Admission and Registration to cancel his/her previous record and be re-registered as a new student. Admission requirements and tuition in effect then shall be applied.
- F. A student who has been dismissed from a major shall not be eligible for readmission into that same major.

**Article (18) : Requirements for Awarding the Bachelor's Degree**

The Bachelor's Degree shall be awarded upon fulfillment of the following requirements:

- A.** Passing all courses required for graduation as set in the Department study plan and attaining a minimum (CGPA) of **(2.00)**.
- B.** Fulfillment of the duration of study requirement in accordance with **Article (6)** of these Regulations.
- C.** Fulfillment of the duration of study and the number of credit hours' requirements for transfer students as stated in these Regulations.
- D.** Being registered as a full time attendance student for the last semester of his/her study<sup>14</sup>.

**Article (19) : Special Study**

- A.** A student from the following categories may register under this status in some courses at the University, and shall then be granted an official statement of results in these courses:
  - 1.** Students enrolled at universities or higher institutions outside or inside Jordan who wish to study some courses at the University in one or more semesters.
  - 2.** Those wishing to deepen their specialization knowledge in order to improve their performance and skills in their jobs.
  - 3.** Those wishing to enrich their cultural or academic knowledge.
- B.** A student shall be admitted under the **“Special Study”** status provided the following conditions are met:
  - 1.** S/he is holder of the Jordanian General Secondary Education Certificate or its equivalent, provided

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<sup>14</sup> The amendment of Item (D) of Article (18) was approved in University's Council Session No. (1-2016/2017), dated on 23/11/2016, Resolution No. (4-2016/2017)

that the admission principles in effect are not violated.

2. S/he has satisfied the prerequisites for courses s/he intends to study at the University.
3. The availability of vacancies in the courses s/he intends to register in, after giving priority to the Department students first, and then to the regular students of the University.

- C. In case a student is admitted to a major at the University, any courses studied under this status before, shall not be counted in the courses required for that major.

**Article (20) : General Provisions**

The Bachelor's Degree shall be conferred when deserved at the end of the academic semester, and the commencement ceremony shall be organized as stated in the academic calendar decided by the Deans' Council.

**Article (21) :** The Department in the Faculty concerned is responsible for following-up the student's academic performance and advising him/her accordingly. The Deanship of Admission and Registration shall verify the fulfillment of graduation requirements by the student.

**Article (22) :** The President, the Deans of Faculties concerned and the Dean of Admission and Registration shall all be responsible for the implementation of these Regulations.

**Article (23) :** The President of the University shall decide upon cases not stipulated in these Regulations.

**Article (24) :** These Regulations cancel the “Awarding the Bachelor’s Degree Regulations at University of Petra No. (17) of (2016)”<sup>15</sup>.

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<sup>15</sup> In its Session No. (2-2016/2017), dated on 05/04/2017