

Academic Rules in the University of Petra for the University Year 2017/2018

* Adding and Dropping Rules:

- A. Students can add and drop courses without incurring penalties starting from the early registration date until the end of the Add/Drop period stated in the University Calendar. The dropped courses are not recorded in the student's transcript. All students must register their courses before date of teaching commencement set forth in the University Calendar. A penalty is imposed on the students who registered courses after the date of teaching commencement provided in the University Calendar.
- B. Students wishing to drop one or more courses after commencement of teaching have to submit application using the form issued by the Deanship of Admissions and Registration to the Faculty Dean. In turn, the faculty dean decides upon the application and record his opinion in the application. The decision is then sent to the Deanship of Admissions and Registration. Students who drop courses during the second and third week after the beginning of the regular semester will receive 75% of the tuition fee of the dropped course. If they drop courses during the fourth and fifth week after the beginning of the regular semester will receive 50% of the tuition fee of the dropped course; In either case, the courses will not be recorded in the student's academic record. However, students who drop courses during the sixth and until the beginning of the final examination will not receive any tuition fee of the dropped courses and an 'Compelling Withdrawal' 'W' will be recorded in their academic record. Students who



drop courses during the first week and second week of the summer semester will receive 75% of the tuition fee of the dropped courses. If they drop courses during the third week of the summer semester, they will receive 50% of the tuition fee of the dropped courses. However, students who drop courses during the fourth and until the beginning of the final examinations will not receive any tuition fee of the dropped courses and an 'Compelling Withdrawal' 'W' will be recorded in their academic record.

- If a student, except those newly registered or transferred from universities, 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is recorded, tuition fees for all these courses shall be reimbursed to him/her in accordance with paragraph (13-B), a "withdrawn from the semester" note is recorded, and he/she shall be considered "postponed the semester" if the semester is regular.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.

*** Registration Steps:**

1. The student will obtain the registration form from the Faculty Deanship.
2. The student visits his/her academic advisor to choose and approve his/her course schedule.
3. The student visits the Department Chair and the Faculty Dean to approve his/her courses schedule.
4. The student heads to the Financial Department to paying the fees at the second floor of the administrative complex.



5. The student heads to the Deanship of the Admissions and Registration upon ensuring:

- Completion of the necessary seals and signatures in the registration form.
- Completion of the financial procedures.

6. The student checks the courses schedule to ensure that the registered courses match what has been recorded in the registration form.

- The student can add and drop courses using UOP Students Portal after paying the tuition fees.
- Penalties provided in the University Calendar will be imposed on the students who register courses after teaching commencement.
- 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 session. This maximum 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.
- The maximum academic load for a student expected to graduate in a semester is (21) credit hours that semester and is (12) credit hours in the summer semester.
- The maximum load could be increased for a student expected to graduate in a semester to (24) credit hours in that semester and to (15) credit hours in the summer semester, upon a recommendation from the Dean of the Faculty concerned and a decision of the Council of Deans.

- The minimum academic load for a student in a regular semester is (12) credit hours. This minimum load could be decreased in justified cases approved by the Dean of the Faculty concerned, and in that case the Dean of Admissions and Registration is to be notified in writing.
- The minimum academic load per semester mentioned in item (D) above does not apply for a student expected to graduate in that semester.
- 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 Chair 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 Admissions and Registration is to be notified in writing of this.

*** Academic Penalties:**

Students admitted before the Academic Year 2005/2006:

- A warning is placed on academic probation whenever his/her GPA falls below 1.67.



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 (1.67) or more.

- A student shall be dismissed from his/her major if he/she fails to remove his/her name from the probation list (excluding a student who has successfully completed (99) credit hours.
- A student may 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. However, the academic advisor in these cases shall warn the student of his/her low (CGPA).
- The summer semester shall not be considered for probation purposes.
- A student who is dismissed from his/her major because of low (CGPA) (1.67) shall be accepted in "Special Remedial Study" status under the following conditions:
 1. If his/her (CGPA) is not less than (1.33), he/she is given four semesters to raise it to (1.67). In case he/she failed to do so, he/she shall not be permitted to continue studying under this status unless he/she has completed (99) credit hours of the study plan and his/her (CGPA) is not less than (1.60), 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 (1.33), he/she is given one semester to raise it to (1.33), in which case he/she is given three additional semesters to raise it to the minimum (CGPA) accepted which is (1.67). If he/she fails to do so,

he/she shall not be permitted to continue studying under this status unless he/she has completed (99) credit hours of the study plan and his/her (CGPA) is not less than (1.60), in which case, two more semesters are given to raise his/ her (CGPA) to (1.67). Otherwise, the student shall be dismissed.

3. The maximum academic load of a student under this "Special Remedial Study" status is (12) credit hours and this load may be raised to 13 credit hours in case there one of them is a lab hour.
4. A student shall not be dismissed if his/her (CGPA) falls below (1.00) in a remedial study semester.

Students admitted in the Academic Year 2005-2006 & onwards:

- A student is placed on academic probation whenever his/her (CGPA) falls below (2.00).
- 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.
- A student shall be dismissed from his/her major if he/she fails to remove his/her name from the probation list (excluding a student who has successfully completed (99) credit hours.
- A student may 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.



However, the academic advisor in these cases shall warn the student of his/her low (CGPA).

- The summer session shall not be considered for probation purposes.
- 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), he/she is given four semesters to raise it to (2.00). In case he/she failed to do so, he/she shall not be permitted to continue studying under this status unless he/she 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), he/she is given one semester to raise it to (1.67), in which case he/she is given three additional semesters to raise it to the minimum (CGPA) accepted which is (2.00). If he/she fails to do so, he/she shall not be permitted to continue studying under this status unless he/she 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 (12) credit hours.
 4. A student shall not be dismissed if his/ her (CGPA) falls below (1.00) in a remedial study semester.



5. The (CGPA) attained by a student at the end of summer sessions 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 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. The Committee's suggestions and recommendations are then submitted to the Council of Deans for approval.
7. The student is allowed to study a maximum of 12 credit hours or a maximum of 18 credit hours if the additional credit hours are for repeated courses in remedial study semester.

*** Postponement of Study / Suspension and Withdrawal from the University**

- A student shall complete registration and Drop/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 he/she fails to register within the designated periods of



registration of that semester. Such a student may be permitted to register if there are vacant seats in his/her major.

- If a student wishes to postpone his/her study for a semester, he/she must submit a postponement application provided by the Deanship of Admissions and Registration before the end of the add/drop period of that semester. The Dean of the Faculty concerned makes the final decision and notifies the Dean of Admissions and Registration. A "postponed" notification shall appear in the student's academic record.
- A student may to postpone his/her studies for no more than consecutive or non-consecutive four semesters. The Faculty Council may approve this postponement for a further period, but not exceeding six semesters in total.
- A new or a transfer student is not permitted to postpone his/her studies unless he/she has studied one complete semester after enrollment in the University.
- A postponement period shall not be counted within the duration of study required for awarding the Bachelor Degree. A student who does not register before the end of the add/drop period of a regular semester and who does not apply for postponement of study to the Deanship of Admissions and Registration shall be considered suspended and losing his/her seat at the University. The notification "Suspended/ Lost University Seat" is recorded, unless he/she presents acceptable excuses for the delay before the end of the third week of study of a regular semester. The Academic Committee shall then study the case taking into consideration the availability of vacant seats.

- A student who wishes to withdraw from the University shall submit an application- designed for this purpose to the Deanship of Admissions and Registration and has to get clearance from concerned University units. A "withdrawn from the University" notion shall be recorded in his/ her transcript.

* Re-registration

A student withdrawn from the University or a suspended / lost seat may apply to the Deanship of Admissions 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 then shall study the application. If he/she is re-registered, his/her entire academic record shall be reserved provided that he/she 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 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, he/she has to re-register as a new student. Admission policies and tuition shall then apply.

* Academic Load

- 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 session. This maximum 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.

- The maximum academic load for a student expected to graduate in a semester, is (21) credit hours that semester and is (12) credit hours in the summer semester.
- The maximum load could be increased for a student expected to graduate in a semester to (24) credit hours in that semester and to (15) credit hours in the summer semester, upon a recommendation from the Dean of the Faculty concerned and a decision of the Council of Deans.
- The minimum academic load for a student in a regular semester is (12) credit hours. This minimum load could be decreased in justified cases approved by the Dean of the Faculty concerned, and in that case the Dean of Admissions and Registration is to be notified in writing.
- The minimum academic load per semester mentioned in item (D) above does not apply for a student expected to graduate in that semester.

* Academic Attendance

- Students are required to attend all lectures and discussion and practical sessions as specified for each course in the study plan.
- A student is not permitted to absent himself/herself more than (15%) of the hours required for the course.



- 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.
- 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, he/she shall be precluded from taking the final examination of the course, shall be given (FA) (Fail by Absence) grade in this course and he/she has to study it again. The (FA) grade shall enter in the calculation of his/her semester (GPA) (SGPA) and in his/her cumulative (CGPA) probation and dismissal purposes.
- 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, he/she 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 the allowable absence should not exceed (20%).
- The medical excuse should be in a medical report form, issued by the University 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 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.

- Faculty Deans, teaching staff, instructors and the Dean of Admissions and Registration are responsible for carrying out the aforementioned attendance regulations.

Repeating Courses – Substitute Courses

- A student shall repeat compulsory courses which he/she has failed. If a student failed an elective course, he/she is permitted to repeat it or to choose a substitute course from the study plan.
- 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.
- Credit hours of repeated courses are counted only once in the number of credit hours required for graduation.
- 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 Chair 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 Admissions and Registration is to be notified in writing of this.

- If a student fails a compulsory course three times or more, 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.
- 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.

Transferring from Major

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

- There is a vacancy in the major he/she intends to change to.
- The student's average in the General Secondary Education Exam qualifies him/her for admittance to the major intended to change to when he/she transfers to the university or in the year of admittance to the University.
- An application is to be submitted to the Deanship of Admissions 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 he/she changes.



- All probation and dismissal rules apply in accordance with the study plan of the major to which he/she changes.
- A student who has changed his/her major may submit in writing a request to the Deanship of Admissions and Registration to cancel his/her previous record and be re-registered as a new student. Admission requirements and tuition in effect shall then be applied.
- A student who has been dismissed from one major may not be readmitted to the same major.