



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Academic System and Examinations Guide

Prepared by

Quality and Accreditation Department

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I. Introduction

This guide explains the policies and procedures governing the study and examination at UOM. It helps the students to plan for their studies and organize their time. The manual enables the students to recognize their rights and responsibilities regarding the academic processes. The manual clearly explains to the staff members and students how to calculate the GPA, thus giving support to the academic advisors.

II. University Concepts and Terminology

- 1- Semester: A period of no less than fifteen weeks during which courses are taught.
- 2- Summer Semester: A period of no more than eight weeks, during which the time allocated to each course is doubled.
- 3- Academic Level: Indicates the stage of study. The number of levels required for graduation is eight or ten.
- 4- Course: A course that follows a specific level within the approved study plan of the college in each specialization. Each course has a number, code, name, and a description of its components.
- 5- Credit Hour: A credit hour is a weekly theoretical lecture of no less than fifty minutes, or a practical or field lesson of no less than one hundred minutes.
- 6- Academic Warning: A notification issued to a student due to their cumulative GPA falling below 2 out of 5.
- 7- Coursework Grade: The grade awarded for work that demonstrates the student's achievement during a semester, including exams, research papers, reports, and educational activities.
- 8- Final Exam: A single exam covering the course material, held at the end of the semester.
- 8- 9. Final Exam Grade: The grade a student receives in each course for their performance on the final exam.

III. Study and Examination Regulations

1- Study System:

- 1- Undergraduate studies are based on a level system.
- 2- The program consists of eight or ten levels.
- 3- Each level lasts one semester.
- 4- The academic year is divided into two semesters. There may also be a summer semester, which is half the length of a regular semester.

2- Study Load:

The academic load is the sum of the academic hours of the courses recorded by the student in the semester and is determined according to the following rules:

a- Minimum Load:

The minimum academic load is 12 credit hours in the semester and one hour in the summer semester.

b- Maximum Load:

The maximum academic load is 20 credits per semester and 10 credits per summer semester taking into account the following:

Academically Warned students may not exceed their academic load for more than 14 hours.

A student with an acceptable grade may not have more than 16 hours of work.

A graduate student is allowed to exceed the maximum limit by no more than three credit hours.

3- Registration:

Students are allowed to register or delete courses they wish to study according to the following system:

- Students can add courses they wish to study one week before the beginning of the semester and maximum till the end of the first week.
- Students can drop courses they do not want to study up to the end of the second week of the beginning of the semester.
- The registered hours must not exceed the maximum study load and not less than the minimum.
- Registration of courses is done after consultation with the academic advisor. The student is responsible for any deficiencies or errors that occur as a result of his ignorance of the instructions.
- If the student does not register in any course during the regular registration period, he/she will be considered forfeited from studying.



- In case of automatic enrollment, the student must approve his schedule through his profile in the university computer system.
- The student is considered to be suspended from the study. If he did not approve his schedule during the period of dropping/adding courses until the end of the second week of the beginning of the semester.

4- Postpone the Study

The student may, before attending his academic level, apply for postponement of the study for an excuse accepted by the College Council. This happens providing that the period of postponement does not exceed two consecutive semesters or three non-consecutive semesters as a maximum during his stay at the University. The period of postponement will not be counted within the period required to complete the graduation requirements.

5- Attendance and Disqualification

- Regular students are required to attend lectures and practical sessions. Students whose attendance falls below 75% of the scheduled lectures and practical sessions for each course during the semester will be disqualified from taking the final exam. Students who are disqualified from the exam due to absence will fail the course and receive a failing grade.
- Students who are absent from the final exam will receive a zero for that exam, and their grade for the course will be calculated based on their coursework grades.
- If a student is unable to attend the final exam in any course due to a compelling reason, the college council may, in cases of extreme necessity, accept their excuse and allow them to take a make-up exam. The student must submit their excuse for missing the exam between the time the reason arose and the end of the second week following the end of the exam period. The student will receive the grade they obtain after taking the make-up exam.

6- Withdrawal from a Course

A student may, with the approval of the Dean of the College or their designee, withdraw from a course during the semester within eight weeks of the start of classes and four weeks for the summer semester, provided that the course load does not fall below the minimum requirement.

7- Withdrawal from a Semester

- A student may withdraw from a semester without failing if they submit an acceptable excuse to the College Council. This withdrawal must be submitted from the beginning of the semester until at least three weeks before the final exams. This semester will be counted towards the time required to complete graduation requirements.
- If a student who has withdrawn or deferred returns to resume their studies within the specified timeframe, they must submit a request to the Dean of Admissions and Registration for approval.
- The number of semesters of withdrawal must not exceed two semesters during a student's entire university studies; after this, their registration will be terminated.

8- Academic Warnings

A student receives their first academic warning if their cumulative GPA falls below the minimum threshold of 2.00 out of 5.00. If a student receives three consecutive academic warnings for having a cumulative GPA below the minimum threshold, they will be academically dismissed.

9- Suspension of Enrollment

- If a full-time student is absent from studies without an acceptable excuse for one semester without requesting a deferral, their enrollment will be suspended. The University Council may also suspend a student's enrollment if the absence is for a shorter period.
- If a student who has taken a leave of absence or deferred their studies does not resume within the specified timeframe, the Dean of Admissions and Registration will issue a decision to suspend their enrollment.
- A student who has suspended their enrollment due to non-registration will have their enrollment suspended if they do not rectify their academic status before the end of the seventh week of classes.

10- Reinstatement

A student whose enrollment has been suspended may submit a reinstatement application to the Director of Admissions and Registration, using their student ID number and record number before the suspension, according to the following regulations:

- a. The student must submit a readmission application to the Director of Admissions and Registration within four semesters of the date of dismissal.
 - b. The relevant college council and other relevant authorities must approve the student's readmission.
 - c. If four or more semesters have passed since the student's dismissal, they may reapply to the university as a new student without reverting to their previous record, provided they meet all the admission requirements announced at that time.
 - d. A student may not be readmitted more than once.
 - e. A student whose enrollment was suspended may not be readmitted if they were academically dismissed.
 - f. A student may not be readmitted in the semester in which they were dismissed.
- A student who was dismissed from the university for academic or disciplinary reasons, or who was dismissed from another university for disciplinary reasons, may not be readmitted. If it is discovered after readmission that they were previously dismissed for such reasons, their enrollment will be considered canceled as of the date of readmission.

11- Dismissal from the University

A student may be dismissed from the university in the following cases:



- 1- If they receive three consecutive warnings for their cumulative GPA falling below 2.0 out of 5.
- 2- If they fail to complete the graduation requirements within a period not exceeding half the prescribed graduation period plus the program duration. The University Council, based on the recommendation of the College Council, may grant the student an exceptional opportunity to complete the graduation requirements within a maximum period not exceeding twice the original duration.
In exceptional cases, the University Council may address the situations of students to whom the provisions of the two preceding paragraphs apply by granting an exceptional opportunity not exceeding two semesters.
- 3- These rules (1 and 2) also apply to scholarship students, after coordination with the granting entities.

12- Transfer

12.1 Transferring from One University to Another:

A student may transfer from outside the university according to the following regulations:

- The student must have studied at a recognized college or university.
- The student must not have been dismissed from their previous university for disciplinary reasons.
- The student must meet the transfer requirements set by the University Council.

Implementation Rules:

A student may transfer from outside the colleges according to the following regulations:

- The student must have studied at a recognized college or university.
- The student must not have been dismissed from their previous university or college for disciplinary reasons.
- The student must meet the transfer regulations stipulated by the colleges.
- The dean of the college to which the student wishes to transfer must approve the transfer according to the transfer requirements approved by the college council.
- The number of credit hours the transferring student is required to complete at Mustaqbal University colleges must not be less than 60% of the total credit hours required for a bachelor's degree.

12.2 Internal Transfer Between Colleges:

A student may transfer from one college to another within the university according to the regulations approved by the University Council.

Implementation Rules:

- The Dean of the college may approve the transfer according to the conditions set by the College Council and the regulations of the Board of Trustees.

12.3 Transfer Between Majors Within the College:

A student may transfer from one major to another within the college after obtaining the Dean's approval, according to the regulations of the University Council.

12.4 Recording Transferred Courses:

All courses taken by a student transferring between majors shall be recorded in the academic transcript, including grades, semester GPAs, and cumulative GPAs throughout their studies at the university, taking into account the regulations stipulated in the executive rule of Article 43 of the Study and Examinations Regulations at Mustaqbal University:

- The College Council offering the course, or its designee, is responsible for approving the equivalency of courses passed by a student transferring from one college to another within the university, based on the recommendation of the departments offering these courses.
- The academic record of a student transferring from one college to another within Qassim Private Colleges includes all courses previously completed at the same undergraduate level, along with the grade received in each course. All courses taken at the colleges are included in the calculation of the student's cumulative GPA.
- Course equivalency may be considered for students admitted to a bachelor's degree program who hold degrees below the bachelor's level from Qassim Private Colleges, subject to the provisions of paragraph one, and according to the following:
 - The number of credit hours the student is required to complete must be at least 60% of the total credit hours required for a bachelor's degree from Qassim Private Colleges.
 - The grades for credited courses are not included in the student's cumulative GPA, but the courses are recorded on their academic record. - The standard study period for a student admitted to a bachelor's degree program who holds a degree below a bachelor's degree from Qassim Private Colleges is calculated according to the number of credit units that are accepted for transfer, as stipulated in Article 47 of these regulations and its implementing rules, as follows:
 - The calculation includes the student's entitlement to credit opportunities.
 - The full standard study period is calculated for the student if 14 credit hours or less are transferred from their bachelor's degree program.
 - One semester is counted towards the study period for every 15 credit units transferred.

12.5 Transfer Procedures

The student may transfer in any semester according to the procedures and deadlines announced by the receiving university.

13- Visiting Student

This is a student who studies some courses at another university or college, or at a branch of their home university, without transferring.



Regulations for Studying as a Visiting Student according to Article (28) of the Study and Examinations Regulations at Mustaqbal University:

First - Mustaqbal University student may study as a visiting student at another university or college, whether within or outside the Kingdom, or at a branch of the university, without transferring, according to the following:

- a. Approval of the college dean for the student to study one or more courses outside the university, after the academic department verifies that the course to be studied is similar to or equivalent in content, with at least 70% of the content of the course for which equivalence is sought, and with a minimum number of credit hours.
- b. The number of credit hours to be registered for by the student outside the university must not exceed the maximum course load. The college dean may grant exceptions to this limit, as stated in (13-2) of the executive rules of these regulations.
- c. Courses that are credited to a visiting student's academic record are recorded there, but their grades are not included in the cumulative GPA. The college council may grant exceptions to this rule according to the regulations approved by the university council.
- d. Credit units that can be credited to a visiting student are counted within the percentage specified in Article 24 (paragraph 1) of the executive rules of these regulations.
- e. The student must provide the academic department with their results obtained during the first week of the semester following their visiting student period.
- f. Any other regulations established by the university council.

Second: A Mustaqbal University student may study concurrently with their studies at another university or college within or outside the Kingdom, or at a branch of the university, without transferring, according to the following:

- a. Approval from the college dean for the student to study one or more courses outside the university, after the academic department verifies that the course to be taken is similar or equivalent in content to at least 70% of the course content for which credit is sought, and that it has at least the same number of credit units.
- b. This will not affect the student's regular attendance in registered courses both on and off campus.
- c. The number of credit hours registered for a student on and off campus must not exceed the maximum allowed course load. The Dean of the College may grant exceptions to this limit in accordance with Article (13-2) of the Executive Regulations of these Bylaws.
- d. Courses that are credited to a visiting student will be recorded on their academic transcript, but their grades will not be included in the cumulative GPA. The College Council may grant exceptions to this rule according to the regulations approved by the University Council.
- e. Credit hours that can be credited to a visiting student will be counted within the percentage specified in Article 24 (Paragraph 1) of the Executive Regulations of these Bylaws.
- f. The student must provide the academic department with their results obtained during the first week of the semester following their concurrent study period.

g. Any other regulations established by the University Council.

Third: A student from another university or college may study as a visiting student at Mustaqbal University, according to the following regulations:

- a. Obtain approval from the student's home university or college to study as a visiting student at Mustaqbal University, including a list of the courses the student wishes to take.
- b. Obtain approval from the dean of the college at Mustaqbal University for the student to study as a visiting student.
- c. The student will be registered for courses according to Mustaqbal University's course registration regulations and deadlines, and will be subject to all applicable rules and regulations of Mustaqbal University.

14- Examinations

Articles (29 and 30) of the Study and Examination Regulations at Mustaqbal University stipulate the following:

First - Coursework:

1. The University Council, based on the recommendation of the College Council and the proposal of the Department Council to which the course belongs, determines the grade for coursework, which must not be less than (40%) forty percent of the final grade for in-person courses.
2. The University Council, based on the recommendation of the College Council and the proposal of the Department Council to which the course belongs, determines the grade for coursework for all other modes of instruction.
3. The assessment method for coursework is through oral and practical examinations, research papers, and other types of classroom activity, or a combination of these, along with at least one written examination.
4. The University Council, based on the recommendation of the College Council and the proposal of the Department Council to which the course belongs, may determine other methods of assessment for coursework.

Second - Final Examinations:

5. The University Council, based on the recommendation of the College Council and the proposal of the Department Council to which the course belongs, determines the grade for the final examination. 2. The final examination for a course must be a written exam. It may include oral, practical, and research assessment methods, or a combination thereof.
3. The University Council, upon the recommendation of the College Council and the proposal of the Department Council to which the course belongs, may determine other methods for evaluating the final examination.



4. The final examination for a course is held once. The University Council, upon the recommendation of the College Council and the proposal of the Department Council to which the course belongs, may grant exceptions based on the nature of the course.

5. The College Council is responsible for organizing the final examinations as follows:

- a. Establishing a mechanism for scheduling and forming examination committees.
- b. A student may not be examined in more than two courses on the same day.
- c. The College Council—or its designee—determines, upon the recommendation of the relevant Department Council, the duration of the final written examination, which must be at least one hour.
- d. A student may not enter the final examination more than 30 minutes after its commencement.
- e. A student may not leave the final examination before 30 minutes have elapsed from its commencement.
- h. Establishing the necessary procedures for preserving answer sheets, ensuring that the retention period is not less than two academic years.
- i. The course instructor is responsible for setting the exam questions. If necessary, another instructor may set the exam questions according to the following:
 - If the course is part of a program within the college to which the course instructor belongs, the dean of the college will select another instructor based on the recommendation of the department head.
 - If the course is part of a program within a different college, the college council of the course instructor will select another instructor based on the recommendation of the department head.
 - The college council may, based on the recommendation of the academic department, standardize the questions and duration of the final exam for a course taught by more than one instructor.
 - The course instructor will correct the final exam papers for their course. The department head may involve one or more specialists in the correction process. The college council may, when necessary, assign the correction of the course to whomever it deems appropriate.
- d. The course instructor (or whoever corrects the final exam) will record the students' grades through the channels provided by the university within a period not exceeding (72) hours from the date of the course exam. - The Dean of the College, or their designee, approves the results in the academic system within a period not exceeding (24) hours from the recording of the last course in the final exams. The approval of all courses must be completed (24) hours before the deadline for calculating the cumulative GPA, according to the academic system. If the department head finds grounds for withholding approval, they submit a recommendation to the Dean of the College to suspend the course result until it is presented to the College Council for a decision, within a period not exceeding one week from the date of the course exam.
- All courses taken, including grades and equivalencies, are recorded in the student's transcript after the GPA is calculated.

15- Absence from the Final Exam:

If a student is unable to take the final exam due to a valid excuse, the following procedures apply:

- If a student is unable to take the final exam in any course of the semester due to a valid excuse, they may submit a request for a make-up exam to the College's Academic Affairs Department within a period not exceeding one week from the cessation of the excuse. The College Council will decide on the request at its first meeting after the request is submitted, and the College Council may grant exceptions to this requirement.

- If the course instructor is affiliated with another college; The student's college must inform the college to which the course instructor belongs that the student is entitled to a make-up exam within one week of the student's excuse being accepted.

- The make-up exam must be held no later than the end of the following academic level, semester, or academic year for colleges or institutes that operate on a full-year system. The student will receive the grade they obtain after taking the make-up exam, or a failing grade (E) or (F) if they do not take the make-up exam.

16- Graduation:

A student graduates after completing the requirements for passing according to the study plan, provided their cumulative GPA is not less than a passing grade (GPA of 2).

17- Grades:

The grades obtained by the student in each course are calculated based on a weight of (5) points as follows:

Percentage	Grade	Letter Grade	Point Grade from (5)
95 - 100	High Excellent	A+	5.0
90 - 94	Excellent	A	4.75
85 - 89	High Very Good	B+	4.5
80 - 84	Very Good	B	4.0
75 - 79	High Good	C+	3.5
70 - 74	Good	C	3.0
65 - 69	High Pass	D+	2.5
60 - 64	pass	e	2.0
Less than 60	Fail	f	1.0

• The overall grade point average (GPA) upon graduation is determined based on the student's cumulative GPA as follows:

1. (Excellent): If the cumulative GPA is at least 4.50 out of 5.00
2. (Very Good): If the cumulative GPA is between 3.75 and less than 4.50 out of 5.00



3. (Good): If the cumulative GPA is between 2.75 and less than 3.75 out of 5.00

4. (Pass): If the cumulative GPA is between 2.00 and less than 2.75 out of 5.00

• First-class honors are awarded to students with a cumulative GPA between 4.75 and 5.00 out of 5.00 upon graduation. Second-class honors are awarded to students with a cumulative GPA between 4.25 and less than 4.75 out of 5.00 upon graduation. The following conditions must be met to receive first or second-class honors:

- The student must not have failed any course taken at this university or any other university.
- The student must have completed all graduation requirements within a maximum of twelve semesters.
- The student must have completed at least 60% of the graduation requirements at the college.
 - Students graduate after successfully completing all graduation requirements according to the study plan, provided their cumulative GPA is at least a passing grade (GPA 2).

How to Calculate Cumulative GPA

Semester GPA and Cumulative GPA

Semester GPA: This is calculated by dividing the total points earned in a semester by the total credit hours for all courses taken that semester.

Points: Number of credit hours x Grade weight.

Cumulative GPA: This is calculated by dividing the total points earned in all courses taken since enrolling at the university by the total credit hours for those courses.

Earned Credit Hours (Graduation Credit Hours): The total credit hours for completed courses.

Example of Calculating Semester and Cumulative GPA

First Semester

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
IC 101	2	85	B+	2	4.5	9
ARAB 101	3	70	C	3	3.0	9
نفس 101	3	92	A	3	4.75	14.25
ENGP 101	4	80	B	4	4.0	16
Semester Sum	12			12		48.25
Cumulative Sum	12			12		48.25

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First Semester Grade =	$\frac{\text{Sum of Points (48.25)}}{\text{Registered Credit Hrs}}$	4.02
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Second Semester:

Course	Registered Credit Hrs	Mark of the Student	Letter Grade	Gained Credit Hrs	Grade Weight	Points
MATH 101	2	96	A=	2	5.0	10
CHEM 101	3	83	B	3	4.0	12
ENGP 102	4	71	C	4	3.0	12
ARAB 102	3	81	B	3	4.0	12
Semester Sum	12			12		46
Cumulative Sum	24			24		94.25

Cumulative Grade =	$\frac{\text{Sum of Points (48.25 + 46)}}{\text{Registered Credit Hrs (12 + 12)}}$	=	$\frac{94.25}{24}$	=	3.93
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